



## AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING

**Tuesday, January 2, 2018  
7:00 PM - Council Chambers**

**6:50 - Public Hearing** – Amendment of Town Code, Chapter 22, Article II, The Culture and Arts Commission

**Public Hearing** – Tax Assessment Agreement with Preferred Display

1. PRAYER – Liz Davis

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

4. FIRE EVACUATION ANNOUNCEMENT.

5. MINUTES OF PRECEDING MEETINGS.

- Special Meeting – December 18, 2017
- Regular Meeting – December 18, 2017

6. SPECIAL GUESTS.

- Kathy Barron, Network Against Domestic Abuse

7. PUBLIC COMMUNICATIONS AND PETITIONS.

8. COUNCILOR COMMUNICATIONS AND PETITIONS.

9. TOWN MANAGER REPORT AND COMMUNICATIONS.

- Project and Activities Report

10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.

11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.

12. OLD BUSINESS.

A. Appointment(s) - Town Council Appointed.

1. **Area 25 Cable Television Advisory Committee**- A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2018. (Tabled 09/15/2014)
2. **Board of Assessment Appeals** – The Term of Office of Thomas Tyler (D), Expired 12/31/2017. Reappointment or Replacement Would be Until 12/31/2020.(Tabled 12/18/2017)

3. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Noah Cross (D). Replacement Would be Until 03/17/2018. (Tabled 02/21/2017)
4. **Commission on Aging (Alternate)-** A Vacancy Exists Due to the Resignation of Mary O'Connell (U), Replacement Would be Until 12/31/2017. (Tabled 06/19/2017)
5. **Commission on Aging (Alternate)** – A Vacancy Exists due to the Appointment of Muriel Capocci (D), to a Regular Member. Replacement Would be Until 12/31/2017. (Tabled 09/18/2017)
6. **Connecticut River Assembly** – The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2019. (Tabled 02/04/2012)
7. **Connecticut River Assembly (Alternate)** - The Term of Office of Leonard Delorge Expires 01/12/2016. Replacement Would be Until 01/12/2018.(Tabled 01/19/2016)
8. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2018. (Tabled 04/16/2012)
9. **Enfield Beautification Committee** – A Vacancy Exists for Todd Barsalou (R), by Resolution No 3672, Replacement Would be Until 12/01/2018. (Tabled 06/20/16)
10. **Enfield Beautification Committee** - The Term of Office of Kristine Mele (R), Expires 12/01/2016. Reappointment or Replacement Would be Until 12/01/2019. (Tabled 12/19/2016)
11. **Enfield Culture and Arts** – A Vacancy Exists Due to the Resignation of Kassie Huhtanen (D). Replacement Would be Until 05/31/2018.(Tabled 04/17/2017)
12. **Enfield Culture and Arts** – A Vacancy Exists Due to the Resignation of Elizabeth Maguire (R). Replacement Would be Until 05/31/2018.(Tabled 10/02/2017)
13. **Enfield Culture and Arts** – A Vacancy Exists due to the Resignation of Evelyn Dupuis,(R). Replacement Would be Until 05/31/2018.(Tabled 12/04/2017)
14. **Enfield Culture and Arts** – A Vacancy Exists due to the Resignation of Susan Muldoon, (D). Replacement Would be until 05/31/2018. (Tabled 12/04/2017)
15. **Ethics Commission (Alternate)** – The Term of Office of Jennifer Bakowski (D), Expires 10/31/2017. Reappointment or Replacement Would be Until 10/31/2019. (Tabled 10/14/2017)

16. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Appointment of Kevin Zorda (U) to a Regular Member. Replacement Would be Until 06/30/2019. (Tabled 10/03/2016)
17. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Resignation of Joseph Muller (R). Replacement Would be Until 06/30/2021. (Tabled 12/04/2017)
18. **Joint Facilities Committees** – A Vacancy Exists Due to the Resignation of Stephen Twitchell, (D). Reappointment or Replacement Would be until Committee Completes Charge.(Tabled 06/05/2017)
19. **Loan Review Committee** – The Term of Office of Jason Jones (R), Expires 12/31/2015. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/21/2015)
20. **Loan Review Committee** - The Term of Office of Anne Brislin (R), Expires 12/31/2016. Reappointment or Replacement Would be Until 12/31/2018. (Tabled 12/19/2016)
21. **Patriot Award Committee (At Large Resident Member)**– The Term of Office of Debbi Kruzel (R), Expired 07/31/2017. Reappointment or Replacement Would Be Until 07/31/2019. (Tabled 09/18/2017)
22. **Patriot Award Committee (Veteran Council)** – The Term of Office of Philip Michaud (D), Expired 07/31/2017. Reappointment or Replacement Would Be Until 07/31/2019. (Tabled 09/18/2017)
23. **Patriot Award Committee (Fourth of July Representative)** – The Term of Office of Kierstan Pestana (U), Expired 07/31/2017. Reappointment or Replacement Would Be Until 07/31/2019. (Tabled 09/18/2017)
24. **Planning and Zoning Commission** – The Term of Office of Elizabeth Ballard (R), Expired 12/31/2017. Reappointment or Replacement Would be Until 12/31/2021.(Tabled 12/18/2017)
25. **River Valley CT Central Regional Tourism District** –The Term of Office of William Hosley (R), Expired 06/30/2016. Reappointment or Replacement would be Until 06/30/2018. (Tabled 11/21/2016)
26. **Zoning Board of Appeals (Alternate)** -The Term of Office of Virginia Higley (D), Expired 12/31/2017. Reappointment or Replacement Would be Until 12/31/2017. (Tabled 12/18/2017)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

1. **Building Code Appeals Board** – A Vacancy Exist for Contractor (D), Expired 11/01/2004. Replacement Would be Until 11/01/2021. (Tabled 11/25/2004)
2. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement Would be Until 11/01/2021. (Tabled 10/16/2006)

3. **Building Code Appeals Board** - A Vacancy Exists Due to the Resignation of Howard Coro, (D). Replacement Would be Until 11/01/2018. (Tabled 2/04/2013)
  4. **Building Code Appeals Board**- The Term of Office of Gary Sullivan,(R) Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)
  5. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment of Replacement Would be Until 11/01/2021. (Tabled 11/21/2016)
  6. **Fair Rent Commission (Homeowner)** – The Term of Office of Sam McGill (D) Expired 06/30/2008. Replacement Would be Until 06/30/2018.
  7. **Fair Rent Commission (Homeowner)** - The Term of Office of Amy Raymond (D), Expires 06/30/2017. Reappointment or Replacement Would be Until 06/30/2019. (Tabled 06/19/2017)
  8. **Fair Rent Commission (Tenant)** – A Vacancy Exists Due to Member Kristina Schoen (U), No Longer a Resident. Replacement Would be Until 06/30/2019. (Tabled 06/19/2017)
  9. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R), Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
  10. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
  11. **Housing Code Appeals Board** - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Reappointment or Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)
  12. **Housing Code Appeals Board**- The Term of Office of Paul Censki, Fire Marshal Expired 05/01/2017. Reappointment or Replacement Would be Until 05/01/2022. (Tabled 05/15/2017)
- C. **\*Discussion/Resolution:** Resolution Dissolving the Enfield High School Renovation Committee. (Tabled 12/04/2017)
- D. **Discussion/Resolution:** Macy's Retail Holding Inc. V. Town of Enfield.(Tabled 12/18/2017)

### 13. NEW BUSINESS.

- A. **Consent Agenda – Action.**
- B. **Appointment(s)–Town Council Appointed.**
- C. **Appointment(s) – Town Manager Appointed/Council Approved.**
- D. **Appointment(s) - P & Z Commission Appointed- Council Approved.**

- E. **Discussion/Resolution:** Resolution Regarding Adopting the Policy and Procedure for Enfield Town Council Meetings.

#### 14. ITEMS FOR DISCUSSION.

##### A. **\*\*Consent Agenda – Review.**

##### B. **Appointment(s) – Town Council Appointed.**

1. **Clean Energy Committee** – A Vacancy Exists Due to the Resignation of William Farkas (D), Expired. Replacement Would be Until 03/17/2020.
2. **Hazardville Water Company Advisory Council Enfield Representative -** The Term of Office of Scott Kaupin (R) Expired 01/01/2018. Replacement Would be Until 01/01/2020.
3. **Hazardville Water Company Advisory Council Enfield Representative -** The Term of Office of Andrew Urbanowicz (U) Expired 01/01/2018. Replacement Would be Until 01/01/2020.
4. **Zoning Board of Appeals-** A Vacancy Exists due to the Resignation of Lynn Scull (D). Replacement Would be Until 12/31/2019.

##### C. **Appointment(s) – Town Manager Appointed/Council Approved.**

##### D. **Appointment(s) – P & Z Commission Appointed- Council Approved.**

- E. **\*\*Discussion/Resolution:** Request for Transfer of Funds for the CT River Access Project \$343,200.
- F. **\*\*Discussion/Resolution:** Resolution to Set Fees Associated with Bazaar/Raffle Permits.
- G. **\*\*Discussion/Resolution:** Resolution to Approve a Tax Assessment Agreement for 215 Moody Road.
- H. **\*\*Discussion/Resolution:** Resolution Adopting Amendment to Chapter 22 of the Town Code of Enfield, Article II, Enfield Culture and Arts Commission Ordinance.
- I. **Discussion/Resolution:** Resolution Waiving the Bid Requirement for a Temporary Boiler at JFK Middle School.
- J. **Discussion/Resolution:** Resolution Amending Resolution No. 3602, Joint Facilities Committee

#### 15. MISCELLANEOUS.

#### 16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.

#### 17. COUNCILOR COMMUNICATIONS.

#### 18. ADJOURNMENT.

---

\* REMOVE FROM AGENDA

\*\* MOVE TO MISCELLANEOUS

\*\*\* WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

---

**OFFICE OF THE TOWN MANAGER**

Date: December 27, 2017

To: Michael Ludwick, Mayor

From: Bryan Chodkowski, Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the **PROPOSED AMENDMENTS TO CHAPTER 22 OF THE TOWN CODE OF ENFIELD, ARTICLE II, THE CULTURAL ARTS COMMISSION ORDINANCE.**

1. Roll Call.

2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, December 22, 2017.

**TOWN OF ENFIELD  
LEGAL NOTICE  
PUBLIC HEARING**

The Enfield Town Council, will hold a Public Hearing in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, January 2, 2018 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the **PROPOSED AMENDMENTS TO CHAPTER 22 OF THE TOWN CODE OF ENFIELD, ARTICLE II, THE CULTURAL ARTS COMMISSION ORDINANCE.** Information is available in the Town Managers Office.

Suzanne F. Olechnicki, Town Clerk  
Dated: December 19, 2017

3. Announce Ground Rules for Public Hearing:
- a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
  - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
  - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
  - d. Please refrain from personalities.

/dm

**OFFICE OF THE TOWN MANAGER**

Date: December 27, 2017

To: Michael Ludwick, Mayor

From: Bryan Chodkowski, Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the **PROPOSED TAX ASSESSMENT AGREEMENT WITH PREFERRED DISPLAY, INC. AND VCRV, LLC FOR THE PROPERTY LOCATED AT 215 MOODY ROAD.**

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, December 22, 2017.

**TOWN OF ENFIELD  
LEGAL NOTICE  
PUBLIC HEARING**

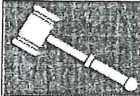
The Enfield Town Council, will hold a Public Hearing in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, January 2, 2018 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the **PROPOSED TAX ASSESSMENT AGREEMENT WITH PREFERRED DISPLAY, INC. AND VCRV, LLC FOR THE PROPERTY LOCATED AT 215 MOODY ROAD.** For more information please contact the Director of Development services at 860-253-6507.

Suzanne F. Olechnicki, Town Clerk  
Dated: December 19, 2017

3. Announce Ground Rules for Public Hearing:
  - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
  - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
  - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc., time.
  - d. Please refrain from personalities.

/dm





## PUBLIC NOTICES

### NOTICE TO CREDITORS

ESTATE OF Richard Fred Gemme (17-0465)

The Hon. Timothy R.E. Keeney, Judge of the Court of Probate, District of North Central Connecticut, by decree dated January 3, 2018, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Arnaldo F. Rivera, Chief Clerk

The fiduciary is:  
Ann Gemme, 22 Abbe Road, Enfield, CT 06082

### TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 2, 2018 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the PROPOSED AMENDMENTS TO CHAPTER 22 OF THE TOWN CODE OF ENFIELD, ARTICLE II, THE CULTURAL ARTS COMMISSION ORDINANCE.

For more information please contact the Town Manager's Office at 860 253-6350 or townmanager@enfield.org.

Suzanne F. Olechnicki, Town Clerk  
Dated: December 19, 2017

### TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 2, 2018 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the PROPOSED TAX ASSESSMENT AGREEMENT WITH PREFERRED DISPLAY, INC. AND VCRV, LLC FOR THE PROPERTY LOCATED AT 215 MOODY ROAD.

For more information please contact the Director of Development Services at 860 253-6507 or mciriello@enfield.org.

Suzanne F. Olechnicki, Town Clerk  
Dated: December 19, 2017

### NOTICE TO CREDITORS

ESTATE OF John E. Trowbridge, Late of Hampton (17-00481)

The Hon. John J. McGrath, Jr., Judge of the Court of Probate, District of Windham-Colchester Probate Court, by decree dated December 18, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Michelle R. Gunn, Clerk

The fiduciary is:  
Rebecca J. Trowbridge c/o Edwin C. Higgins, III, Bachand, Longo & Higgins, 168 Main Street, R.O. Box 528, Putnam, CT 06260

### NOTICE TO CREDITORS

ESTATE OF MAJORIE A. SHENSTONE (17-0398)

The Hon. Sean Michael Peoples, Judge of the Court of Probate, District of Glastonbury - Hebron Probate Court, by decree dated December 18, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Alex LaValley, Assistant Clerk

The fiduciary is:  
John R. Shenstone  
c/o Atty. Meghan A. Hope, ALTER & PEARSON, LLC, 701 Hebron Avenue, R.O. Box 1530, Glastonbury, CT 06033

### NOTICE TO CREDITORS

ESTATE OF George Rene Hepner, AKA George R. Hepner, AKA George Hepner (17-0594)

The Hon. David A. Baram, Judge of the Court of Probate, District of Tobacco Valley Probate Court, by decree dated December 19, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Erin G. Keena, Assistant Clerk

The fiduciary is:  
Alexander A. Hepner  
c/o Mary C. Oberg, Esq., Diana, Conti, Tunilla & Comollo, 1091 Main Street, Manchester, CT 06040-6058

### NOTICE TO CREDITORS

ESTATE OF LEONARD J. GREENWALD (17-0350)

The Hon. Sean Michael Peoples, Judge of the Court of Probate, District of Glastonbury - Hebron Probate Court, by decree dated December 19, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Mary M. MacGregor, Chief Clerk

The fiduciary is:  
Mark A. Sheptoff, 703 Hebron Avenue, Glastonbury, CT 06033  
Donald H. Cyr, 645 Matson Hill Road, South Glastonbury, CT 06073

### NOTICE TO CREDITORS

ESTATE OF Irene C. White (17-0532)

The Hon. David A. Baram, Judge of the Court of Probate, District of Tobacco Valley Probate Court, by decree dated December 18, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Erin G. Keena, Assistant Clerk

The fiduciary is:  
David Edward White  
do Sandra L. Sherlock-White, 365 Willard Ave., Suite 2-E, Newington, CT 06111  
Raymond John White  
c/o Sandra L. Sherlock-White, 365 Willard Ave., Suite 2-E, Newington, CT 06111

### NOTICE TO CREDITORS

ESTATE OF George R. Boesch, AKA Richard Boesch (17-0379)

The Hon. David A. Baram, Judge of the Court of Probate, District of Tobacco Valley Probate Court, by decree dated December 19, 2017, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Louis A. Taylor, Clerk

The fiduciary is:  
Clifford M. Prete  
c/o Edward A. Zito, Esq., Edward A. Zito, Esq., LLC, 1233 Silas Deane Highway, Wethersfield, CT 06109

### LEGAL NOTICE TOWN OF WILLINGTON

The Planning and Zoning Commission will hold a Public Hearing January 2, 2018 at the Town Office Building, 40 Old Farms Road, upper level meeting room 7:00 p.m. on the following:

PZC2017-24 Update the Plan of Conservation and Development for 2018 - 2028 Applicant: Willington Planning & Zoning Commission

At this hearing interested persons may appear and be heard, and written communications received. Details can be found on the Town Web site, in the Land Use Office and in the Office of the Town Clerk.

Dated this 13th day of October, 2017  
Secretary, Willington PZC

### TOWN OF ENFIELD LEGAL NOTICE

The following AN ORDINANCE AMENDING CHAPTER 14 BUILDINGS & BUILDING REGULATIONS, ARTICLE II BUILDING CODE, SECTION 14-32 FEE SCHEDULE was adopted by the Enfield Town Council at a Regular Meeting held on December 18, 2017 pursuant to Chapter III Section 6 of the Enfield Town Charter. Said ordinance shall become effective on the 2nd day of January 2018, that day being the fifteenth day following final passage.

Section 14-32. - Fee schedule.

Fees for permits issued by the division of building inspection shall be:

- |   |          |
|---|----------|
| (a) New construction, repairs, and alterations per \$1,000.00 or fraction thereof | \$16.50  |
| (b) Demolition per \$1,000.00 or fraction thereof                                 | \$16.50  |
| (c) Moving a building per \$1,000.00 or fraction thereof                          | \$16.50  |
| (d) Mechanical permits per \$1,000.00 or fraction thereof                         | \$16.50  |
| (e) Minimum fee for any permit  | \$50.00  |
| (f) Residential sewer construction  | \$50.00  |
| (g) Commercial sewer construction   | \$200.00 |
| (h) Any fees paid are non-refundable  |          |

(i) Permits for work on a structure owned by the Town of Enfield, the Enfield Housing Authority, or any fire district incorporated within the Town of Enfield are exempt from the fees in this schedule.

(j) The value of the work being permitted includes all labor and materials at fair market rates.

(k) During the time that a residential building owner is receiving a tax reassessment in accordance with PA-16-45 where the foundation of such residential building was made with defective concrete, said owner may provide a copy of such reassessment to the building official and be exempt from the fees in this schedule for the defective foundation repair or replacement.

Ordinance Serial #17-5

Proposed By:

Approved By:

Reviewed By:

By Request

Bryan R. H. Chodkowski, Town Manager

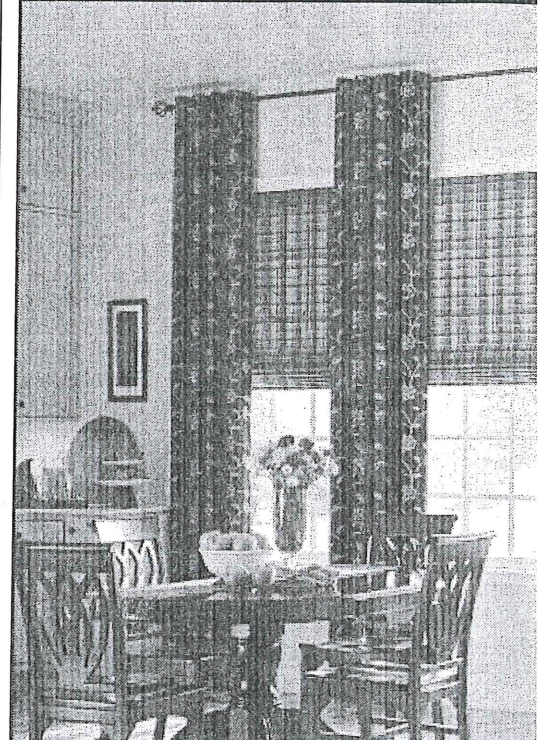
Christopher W. Bromson, Town Attorney

**Budget  
Blinds**  
of Enfield

Win  
Mal

Buy One

Ask About Our Window Treatments



Wishing all of our clients  
a happy holiday season and thank you  
for your continued support

**BEST**  
North Central, CT  
READERS  
POLL  
2017

Woman &  
Minority  
Owned  
Business



Call for Your FREE In-Home  
860.218.1900



**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
MONDAY, DECEMBER 18, 2017**

The Special Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 18, 2017 at 5:30 p.m.

**ROLL-CALL** - Present were Councilors Arnone, Bosco, Cekala, Cressotti, Davis, Deni, Falk, Ludwick, Muller and Szewczak. Councilor Unghire arrived at 5:37 p.m. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Director of Finance John Wilcox, Chief of Police Carl Sferrazza, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki

**MOTION #4408** by Councilor Szewczak, seconded by Councilor Muller to go into Executive Session to discuss Pending or Threatened Litigation and Personnel Matters.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4408** adopted 10-0-0 and the meeting stood recessed at 5:31 p.m.

**EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Chairman Ludwick at 5:32 p.m.

**ROLL-CALL** - Present were Councilors Arnone, Bosco, Cekala, Cressotti, Davis, Deni, Falk, Ludwick, Muller and Szewczak. Councilor Unghire arrived at 5:37 p.m. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Director of Finance John Wilcox, Chief of Police Carl Sferrazza, Director of Human Resources Steven Bielenda, Town Clerk Suzanne Olechnicki. Also, Attorney James N. Tallberg of Karsten & Tallberg LLC and Attorney Elliot Spector of Hassett & George PC

Chairman Ludwick recessed the Executive Session at 6:46 p.m., reconvened the Special Meeting at 6:47 p.m. and stated that during Executive Session, Pending or Threatened Litigation and Personnel Matters were discussed with no action or votes being taken.

**ADJOURNMENT**

**MOTION #4409** by Councilor Falk, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #4409** adopted 11-0-0 and the meeting stood adjourned at 6:48 p.m.

Suzanne F. Olechnicki  
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, DECEMBER 18, 2017**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 18, 2017. The meeting was called to order at 7:16 p.m.

**PRAYER** – The Prayer was given by Councilor Cressotti.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Cressotti, Davis, Deni, Falk, Ludwick, Muller, Szewczak and Unghire. Also present were Town Manager, Bryan Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Public Works, Jonathan Bilmes; Assistant Director/Business Operations Manager for Public Works, Michael Szlosek; Director of Finance, John Wilcox; Director of Human Resources, Steven Bielenda; Director of Economic Development, Peter Bryanton; Director of Development Services, Michael Ciriello

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Ludwick made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #4410** by Councilor Falk, seconded by Councilor Arnone to accept the minutes of the December 4, 2017 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4410** adopted 11-0-0.

**MOTION #4411** by Councilor Falk, seconded by Councilor Deni to accept the minutes of the December 4, 2017 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4411** adopted 11-0-0.

**SPECIAL GUESTS**

There were no special guests this evening.

## **PUBLIC COMMUNICATIONS**

Gina Sullivan, 11 Spier Avenue

Raised some questions concerning the latest management decisions regarding the Enfield Adult Day Care Center. She noted based on the memo that was sent to her via email and the article in the Journal Inquirer, it seems the Director of the Day Center was asked by her supervisor on a couple of occasions to unsubscribe to all non-work-related emails.

She questioned whether all Town employees' emails get monitored this closely, and if yes, is it safe to say there are probably many instances of written warnings in personnel files of employees that receive these warnings. She stated she's sure the Director of the Enfield Adult Day Care Center was not the only employee that used a work email for receipts or shipping notices. She stated she would like to see confirmation that this rule applies to all employees. She stated her opinion this is a petty issue to bring up as a first offense.

Ms. Sullivan stated on September 5, 2017, the Director of the Enfield Adult Day Care Center received a written warning for being over budget. She noted the budget year ends on June 30, 2018, therefore, she questions why would someone be written up two months into a new budget cycle. She stated her belief budgets can fluctuate throughout the year, and there should not be an issue if an employee's budget comes in where it should be by June 30, 2018. She questioned why this employee was written up so soon into a budget year. She questioned was there possibly information on employees that Human Resources did not code correctly into the payroll system. She stated her belief the Director of Social Services was given reasoning behind this issue and sadly it was ignored.

She stated she would be interested to know if there were any complaints from the paying clients or clients' families about the Day Center staff or director. She noted there seems to be an element missing in these disciplinary issues, and that is the human factor. She stated when someone's loved one attends the Enfield Adult Day Care Center, it becomes like an extended family to the client and the client's family. She emphasized that this program has proven that the Director and all the staff treat clients as if they are family. She noted the atmosphere is one of a positive energy and it shows on all the clients faces. She pointed out many people are care givers to spouses, parents and grandparents, and the Enfield Adult Day Center provides a place where loved ones can go, and caregivers can work or get a well-needed break. She stated trusting the Adult Day Care Center is like trusting a day care provider for a child.

Ms. Sullivan stated she heard the Director of Social Services will be taking over as the Director of the Enfield Adult Day Care Center. She questioned whether this is permanent, or is this until a new person can be hired. She questioned what experience does the Director of Social Services have concerning elder care, is she an RN, or does she have experience working with elderly persons with health issues, dementia or Alzheimer's. She pointed out this is not the type of position anyone can do. She stated compassion and understanding of elder care and all that goes along with geriatric health is a requirement.

Ms. Sullivan questioned if the Director of Social Services is acting as the Director of the Enfield Adult Day Care Center, who is doing the job of the Director of Social Services. She stated she also heard the Assistant Director of Social Services is now doing the job of Susan Lather at the Enfield Senior Center. She questioned how this all works.

She stated the memo she received also talked about changes to transportation as of January 1<sup>st</sup> at the Enfield Adult Day Center. She stated her belief the Director of Social Services recommended the CNA no longer ride on the bus, which picks up and drops off clients. She urged the Council to think long and hard about this position. She noted clients need assistance getting on the bus and while riding the bus, i.e., being sure they are wearing seatbelts and that those seatbelts stay on. She noted some dementia patients can have episodes and get violent or excited and possibly physical with other people. She stated if there isn't an aide on the bus and something were to happen, whose responsibility does it become. She questioned the thought process around this decision.

Ms. Sullivan acknowledged money is very tight and budgets need to be looked at more closely. She stated thought must be given to the safety of the clients of the Enfield Adult Day Center. She noted cutting small corners to save a few dollars is not worth compromising the integrity of the Enfield Adult Day Center. She stated the product that the Director of the Day Center and staff have created should not be tampered with. She noted dealing with elderly clients with dementia is not a cut and dry situation, and to try and make it cut and dry leads her to believe they don't have the right people making these decisions. She pointed out what looks good on paper does not always work in real life.

She concluded imploring the entire Council do research on the Enfield Adult Day Care Center, and she urged the Council to visit this facility, ride the bus, see the work being done, and observe how happy the clients are.

Judith Kilty, 83 Abbe Road

Stated Nathan Hale has been designated as a school, so the Town can avoid repaying the State money that's owed, but at the same time, the Town is trying to sell it. She questioned how it can belong to the school and belong to the town at the same time. She noted if the Town owns that building, the Town cannot claim it as a school if it's not under the direction of the School Board.

She expressed her concern about the Town Manager's decision not to immediately fill the position of the Director of the Senior Center. She noted as a member, she has been very proud of the accreditations and acclamations the center received under the direction of Susan Lather. She stated her understanding the Director of Social Services has taken on this position, in addition to her own responsibilities. She noted this evening she learned that the Director of Social Services has also taken on the Adult Day Care position. She requested this position be filled by a full-time employee as it should have been months ago. She stated seniors deserve more than a one-third director.



Ms. Kilty stated for over 30 years she has been standing up and fighting for her children's education and her grandchildren's education, and she feels that now that she's a senior citizen, it feels insulting that she needs to stand up once again because of short-sighted decisions and detrimental long-term consequences. She urged the Council act and fill this position immediately.

Arthur Cote, 103 Middle Road

Stated he is the President of the Friends of the Enfield Senior Center. He noted he is here to learn what the Town's plans are for the senior center. He stated the Friends of the Enfield Senior Center is a 501C3 organization, and this organization is recognized by both the State and Federal government. He pointed out the sole purpose of this organization is to provide and allocate financial resources to the Enfield Senior Center not provided by the Town of Enfield.

Mr. Cote listed his concerns:

- The position of the Director of the Enfield Senior Center has gone unfilled for at least six months. It has been said the job description is being rewritten. He questioned when that will be done, and what level of authority will the individual hold.
- He has been told there are plans being developed that the library, the recreation department and the senior center will be placed under a new department of leisure. He questioned if this consolidation of departments is meant to diminish the services of the senior center in anyway, and what safeguards are being put in place, so those services are not diminished.
- He noticed that the Director and Assistant Director of Social Services now occupy offices in the senior center. He questioned whether this is a sign that the senior center is being evolved into a community center with a de-emphasis on the building being used by the seniors.
- He pointed out the building was funded through a town-wide referendum on November 2, 1999 to be built and used as a senior center. At the time \$4.3 million dollars was appropriated for that purpose. He stated he noticed that a change in the arrangement of the departments was not discussed in the most recent election. He questioned if any change on the status of the current senior center is going to be outlined for the public with an opportunity for the public to provide feedback before any changes are done.
- He stated he recently read that the Town is facing financial difficulties due to State budget issues. He noted he finds it interesting that the current, temporary management of the senior center has not come to the Friends of the Enfield Senior Center for help in dealing with the issues that their bylaws and articles of incorporation might allow them to be helpful with.
- Management has made it clear that the goal is to drive the Friends of the Enfield Senior Center out of the senior center, and the following steps have been taken:
  - A. It is my understanding that employees and volunteers have been ordered not to cooperate or communicate with the members of the Friends of the Enfield Senior Center.
  - B. Donation envelopes have been confiscated and are not available to the public.
  - C. Our reference has been removed from the Town of Enfield website.

- D. Our financial records have been moved without notification and their whereabouts have not been communicated to any members of the Friends of the Enfield Senior Center. Mr. Cote stated members of the Friends of the Enfield Senior Center are responsible, and if his name goes on paperwork, he wants the documentation to support it. He noted as a simple courtesy, the moving of financial records is something they should have been notified about.
- E. Their name was removed from their mailbox at the senior center, and the Friends of the Enfield Senior Center were asked to change their address. He pointed out this is an address that has been recognized by donors, banks, the State and Federal government, and until recently by the Town.
- F. He stated the Friends of the Enfield Senior Center offered to install at their own expense a mailbox of their own so that the Town would not have to be burdened with carrying mail from the front desk to the mailbox in the back, but that was rejected.
- G. Small projects have been rejected such as replacing the failing benches outside the main entrance, and this would have been done at the expense of the Friends of the Enfield Senior Center, which included the purchase and installation of those benches.
- H. There is misdirection to the public that donations going to the Friends of the Enfield Senior Center and donations given directly to the Senior Center are the same. He noted this is not true because donations given to the Senior Center go to the general Town budget. He pointed out donations given to the Friends of the Enfield Senior Center go directly to the senior center.

Mr. Cote stated the Friends of the Enfield Senior Center have provided \$460,000 in goods and services to the senior center. He concluded noting the policy given to him is a policy drawn up for the use of facilities in both the Town and School system. He questioned if this is a selection of enforcement.

Roberta Ladd, 10 Carlisle Street

Stated she is the Vice President of the Friends of the Enfield Senior Center, and this organization is entitled to basic, human courtesy, which they have not been receiving. She noted they do understand the budget constraints, and they are here to work together. She stated the legal address of the Friends of the Enfield Senior Center is the senior center, and they should be entitled to a tiny slot to receive their donations. She noted their money truly does stay in the senior center, and seniors who donate in honor of loved ones are misled when they are saying their donations go to the Town because that money doesn't always stay in the senior center, but goes back to the Town budget. She stated when people donate to the Friends of the Enfield Senior Center, every penny goes toward buying things that the Town doesn't have to pay for. She noted they even pay for their own Christmas party dinners. She stated this is a win-win for the Town and seniors, and it's especially a win-win in this budget crisis.

Ms. Ladd stated they are asking for the Council's support, the return of their mailbox, and they ask for politeness.

She then read the last paragraph of Mr. Cote's statement:

"It is important for the members of the Friends of the Enfield Senior Center to know if the senior center is going to survive and at what level. The rationale for the organization that I represent is to support the Enfield Senior Center, however, if the Enfield Senior Center is not going to exist, then the purpose for my organization will not exist and the financial responsibilities will have to be planned out."

Darlene Gallagher, 16 Russell Street

Stated she retired in September after working over 34 years at the Enfield Adult Day Center. She noted when she retired, she told everyone she would come to visit. She noted when she went back for a visit, she was told by the Director of Social Services that she could not visit, and that she should wait at least two years so that the clients would no longer know her. She stated she spoke to the Director and the Town Manager, and they told her to enjoy her retirement. She noted as part of her retirement, she would like to be able to see all her clients. She stated her hope it's up to the Town Council to come to the conclusion that she can visit the Enfield Adult Day Center.

Joanne Alfonse, 1221 Enfield Street

Stated she has been working at the Enfield Adult Day Center for 16 years. She noted she feels bad for Darlene Gallagher who just wanted to call BINGO for the Enfield Adult Day Center and visit her friends. She stated having an extra set of eyes in the Adult Day Center is huge. She noted she cannot understand why a person can't volunteer at a place where they worked for 30 years. She feels this makes no sense.

Judith Kilty, 83 Abbe Road

Stated that just tonight she's hearing about the Friends of the Enfield Senior Center. She feels this is horrible and embarrassing. She noted she cannot believe the Town Council will allow this to happen. She stated action needs to happen tonight because this is unacceptable.

### **COUNCILOR COMMUNICATIONS AND PETITIONS**

Councilor Bosco stated his recollection they went through this about eight years ago, and they were going to cut funding to the Adult Day Care Center, the Child Development Center and the Senior Center. He noted everyone worked together, and these departments came up with a plan to save their programs. He stated the Friends of the Senior Center helped save the senior center. He acknowledged there are a lot of new people in place, and they were not here when this was going on. He stated the only reason he ran this term was because he knew something like this would come up, and they needed someone who had a little background about what happened, why it happened and when it happened. He stated administration should be able to find history about the Friends of the Senior Center, so they can follow up on this and restore this organization back to where they were. He noted if there's something legally that can't be done, the Council needs to be informed so they will know how to make it work.

He noted he was out of town during a recent snow event, and he was getting phone calls from his wrecker drivers about how busy they were. He questioned what time DPW was called out, what time they dropped their plows, and when they started sanding. He noted there should not have been so many accidents on Friday night.

Councilor Bosco stated the light has not been replaced under the I-91 bridge on Post Office Road.

He stated in the past the Enfield Adult Day Center did a lot of things to make themselves self-sufficient. He noted perhaps they need to again figure out how to continue making this program self-sufficient. He stated his belief there should be a nurse aboard the bus when transporting clients because not having a nurse could result in liability issues if someone is injured while on the bus.

Councilor Bosco stated he would like to see a valid reason for someone not being able to volunteer. He added he would like to see in writing the qualifications for volunteers.

Councilor Arnone stated his belief these are customer service issues. He noted if this were a private corporation and this many people came forward complaining about a service, something would get done. He noted non-profits are formed to reduce the burden on government. He stated perhaps the Town Council needs to become more involved in these programs, so they can help resolve these problems.

Councilor Cekala stated she would like written answers to Mr. Cote's questions. She finds these matters troubling. She noted if there needs to be a meeting between the Town Manager and the Friends of the Senior Center, she can be there if needed.

She stated she would like to know why Ms. Gallagher is not allowed to volunteer.

Councilor Cekala stated Rachel's Challenge put on a great pancake breakfast on Saturday.

Councilor Falk stated he agrees with everything that's been said, and he feels they need to break down whatever walls that are creating some of these problems. He noted they need one-on-one conversations to learn what the issues are and how they can be resolved.

He stated Saturday was Wreaths Across America at St. Patrick's Cemetery, and it was a very moving ceremony and very well done. He noted Laurie Gates was part of this, and she always does an excellent job. He stated on Wednesday the Wreaths Across America trucks came in, and they had an impressive reception at the Parkman School. He noted Parkman had a wonderful ceremony inside the school.

Councilor Falk stated he was at Enfield Street School on Election Day, and he noticed that when the sun went down, the sidewalk was pitch black. He noted the new light fixtures don't illuminate the sidewalks. He requested this be looked into.



Councilor Cressotti thanked everyone who spoke about the Enfield Adult Day Center and the Senior Center. He noted they need better communications between everyone as to exactly what's going on with the budget. He stated he finds it unbelievable a volunteer isn't allowed to call BINGO at the Adult Day Center, and that will be looked into. He stated the Enfield Adult Day Center, the Enfield Senior Center, and the Friends of the Enfield Senior Center are all very important. He noted their voices have been heard tonight, and there will be some action taken.

He stated 466 pancake breakfasts were recently served at the Rachel's Challenge breakfast. He noted they raised over \$1,000 that was given to the Enfield Food Shelf and to Loaves and Fishes.

Councilor Cressotti stated he found the Wreaths Across America event very moving.

He stated he learned only one boiler was operating at JFK Middle School, and the temperatures in parts of the building were between 50 to 55 degrees. He stated his hope they will have heat tomorrow.

Councilor Davis thanked everyone who spoke this evening. She requested answers be provided to questions raised by Gina Sullivan, Judy Kilty, Arthur Cote and Roberta Ladd. She stated she finds it disrespectful that the Friends of the Enfield Senior Center have been asking for answers, but for six months they have not been answered. She noted she's overwhelmed by the amount of money raised by the Friends of the Senior Center, and she thanked them for this support. She feels seniors should be treated with the respect they've earned.

She thanked Darlene Gallagher for over 34 years of service to the Town. She feels it's heartbreaking that Darlene can't come back and volunteer. She also thanked Joanne Alfonse for her 16 years of service. She thanked these ladies for coming before the Council this evening. She noted she witnessed the happiness on the faces of the clients when Darlene Gallagher came for a visit. She agreed they need to know what the volunteer policy is for the Town.

Councilor Davis stated the Hazardville Memorial School was experiencing temperatures in the 50-degree range.

She agreed with everyone's comments about the Rachel's Challenge Pancake Breakfast and the Wreaths Across America events. She noted JFK Middle School had 1,200 students cheering for the Wreaths Across America trucks, and this was an emotional moment. She stated the ceremony put on by Parkman School was very touching.

Councilor Davis stated besides the funds raised at the Rachel's Challenge Pancake Breakfast, JFK Middle School's Rachel Challenge donated \$1,100 to the Enfield Food Shelf. She noted they raised these funds from the Turkey Trot.

Councilor Deni stated he has everyone's back. He noted he was instrumental in having everyone attending tonight's meeting. He stated at some point in time, they need to have some personnel

changes. He noted he can't dictate personnel changes, but they will look into some of these things. He pointed out years ago, they had problems with the Adult Day Care Center when the numbers were down, and the Council worked with the previous Town Manager and they addressed issues. He noted the Adult Day Care Center has been self-supporting for years. He stated aside from being a member of the Town Council, he is also a taxpayer and senior citizen of Enfield.

Councilor Unghire thanked everyone for attending this evening's meeting, and she respects what everyone is saying. She noted they raised real questions that need answers.

She noted she's the liaison to the Network Against Domestic Abuse. She stated she visited this organization recently, and they gave her some calendars to distribute. She noted this organization is a primary resource in North Central Connecticut for violence prevention and education services. She questioned if Kathy Barron, the Director of the Network Against Domestic Abuse, can come before the Council in January to provide a summary of the services being offered.

Councilor Unghire stated she's also the liaison for Public Safety and had a tour of the Enfield Police Department. She noted this was very informative and interesting.

She stated she attended the Wreaths Across America event, and the program at Parkman was heartwarming and touching. She felt it was very thoughtful to pay tribute to Enfield Gold Star families.

**MOTION #4412** by Councilor Szewczak, seconded by Councilor Falk to suspend the rules to address under Consent Agenda this evening, Items E, G, I, J, K and M.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4412** adopted 11-0-0.

**MOTION #4413** by Councilor Szewczak, seconded by Councilor Falk to suspend the rules to address under Miscellaneous this evening Items A1, F, H, L and O.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4413** adopted 11-0-0.

Councilor Falk stated he was reminded by a constituent that the Wreaths Across America was co-chaired by Kelly Davis, and the ceremony on Saturday also involved the Daughters of the American Revolution.

Chairman Ludwick stated on the evening of Saturday, December 23<sup>rd</sup> there will be a Blue Service at United Methodist Church at 41 Brainard Road. He noted everyone is welcome.

He stated the Pancake Breakfast was a great event, and everyone had fun.

Chairman Ludwick stated everyone did a great job honoring Wreaths Across America. He thanked Irene Roman, Principal at Parkman School and Amy Guzie, third grade teacher, for doing a great job hosting this event. He thanked Meghan Connery and Sean Cooney for playing taps for this event.

He thanked Jiggy's Café for donating over 100 bikes each for Enfield and Springfield for Toys for Tots. He thanked Enfield Police officers and Laurie Boudreau who volunteered in the Enfield Toys for Tots drive.

Chairman Ludwick wished everyone a Merry Christmas and Happy New Year.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Chodkowski stated the Council has within their packets the Projects and Activities Report.

Councilor Deni expressed his appreciation to whoever is responsible for fixing the two manholes on Brainard Road. He went on to note that the traffic lights have been going dark on Freshwater Boulevard and Phoenix Avenue.

As concerns the traffic light issue on Phoenix Avenue, Mr. Chodkowski stated there's a wiring issue that continues to cause certain portions of the system to short out.

### **TOWN ATTORNEY REPORT & COMMUNICATIONS**

No formal report this evening.

### **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

Councilor Falk stated he attended the Prison Liaison Committee meeting last week, and the warden from Enfield was present. He stated he raised the question of how many prisoners are present, and the warden estimated 350 prisoners are being relocated and 350 will remain in Enfield.

He stated he attended a recent CRCOG meeting and highlighted the following agenda items:

- CRCOG supports the locks box for transportation
- Passenger rail system between New Haven and Springfield
- A rail connection between Springfield and Worcester
- Connecticut Fast Track around the airport
- I-84 viaduct
- Expanding share services/regionalization (technology, police, fire, EMS, Homeland Security, etc.)
- Economic environment vitality
- A push to keep PILOT money for state-owned property

- Brownfield clean-up and remediation
- Advance sustainability
- Education – school/town service integration of administrative functions
- Special Education funding

## **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**MOTION #4414** by Councilor Arnone, seconded by Councilor Cekala to remove from the table Item 8.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4414** adopted 11-0-0.

**NOMINATION #4415** by Councilor Arnone to appoint Marcy Taliceo (D) to the Commission on Aging for a term which expires 12/31/2017.

**MOTION #4416** by Councilor Deni, seconded by Councilor Cressotti to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4416** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared the nomination defeated by a 5-5-1 vote, with Councilors Bosco, Falk, Muller, Szewczak and Unghire voting against and Chairman Ludwick abstaining.

Councilor Szewczak noted this would have been a one-week appointment.

**MOTION #4417** by Councilor Falk, seconded by Councilor Szewczak to remove Item #18 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4417** adopted 11-0-0.

**NOMINATION #4418** by Councilor Falk to appoint Carl E. Swenson, Jr. (R) to the Ethics Commission as an Alternate for a term which expires 10/31/2019.

**MOTION #4419** by Councilor Szewczak, seconded by Councilor Falk to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4419** adopted 11-0-0.



Councilor Cekala stated she reviewed this application, and although she appreciates Mr. Swenson's application, he has no qualifications. She suggested perhaps they should find people who are qualified as Marcy Taliceo was.

Upon a **ROLL-CALL** vote being taken, the Chair declared Carl E. Swenson, Jr. appointed to the Ethics Commission as an Alternate by a 6-5-0 vote, with Councilors Arnone, Cekala, Cressotti, Davis and Deni voting against the nomination.

**MOTION #4420** by Councilor Szewczak, seconded by Councilor Falk to remove Item #21 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4420** adopted 11-0-0.

**NOMINATION #4421** by Councilor Falk to appoint Marie Pyznar (R) to the Inland Wetlands Watercourses Agency for a term which expires 6/30/21.

**MOTION #4422** by Councilor Falk, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4422** adopted 11-0-0.

Councilor Deni stated if a person runs for Town Council, and they are on the Republican Town Committee, that is the qualification.

Councilor Cekala stated if Ms. Pyznar would like to re-do her application and show her qualifications are more than a lifelong resident, that would be good.

Upon a **ROLL-CALL** vote being taken, the Chair declared Marie Pyznar appointed to the Inland Wetlands Watercourses Agency by a 6-5-0 vote, with Councilors Arnone, Cekala, Cressotti, Davis and Deni voting against the nomination.

**MOTION #4423** by Councilor Falk, seconded by Councilor Szewczak to remove Item #22 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4423** adopted 11-0-0.

**NOMINATION #4424** by Councilor Falk to appoint Kelly Hemmeler (R) to the Inland Wetlands Watercourses Agency for a term which expires 6/30/21.

**MOTION #4425** by Councilor Szewczak, seconded by Councilor Falk to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4425** adopted 11-0-0.

Councilor Cekala stated Inland Wetlands is an important commission. She noted she finds it disheartening that they will get six “yes” votes from the Republicans considering this application just says her qualifications are that she lives in Enfield. She stated they want people who are qualified for these commissions and committees. She stated she would like to see Ms. Hemmeler’s application reflect that.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kelly Hemmeler appointed to the Inland Wetlands Watercourses Agency by a 6-5-0 vote, with Councilors Arnone, Cekala, Cressotti, Davis and Deni voting against the nomination.

All other Town Council appointments remained tabled.

#### **APPOINTMENTS (TOWN MANAGER)**

All Town Manager appointments remained tabled.

#### **NEW BUSINESS**

**NOMINATION #4426** by Councilor Arnone to reappoint Paul Coffey (U) to the Loan Review Committee for a term which expires 12/31/19.

**MOTION #4427** by Councilor Falk, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4427** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Paul Coffey reappointed to the Loan Review Committee by an 11-0-0 vote.

**NOMINATION #4428** by Councilor Arnone to appoint Georgianna Tippo (D) to the Library Board of Trustees for a term which expires 12/31/20.

**MOTION #4429** by Councilor Falk, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4429** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Georgianna Tippo appointed to the Library Board of Trustees by an 11-0-0 vote.

**NOMINATION #4430** by Councilor Szewczak to reappoint Maurice LaRosa (R) to the Zoning Board of Appeals for a term that expires 12/31/21.

**MOTION #4431** by Councilor Falk, seconded by Councilor Muller to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4431** adopted 11-0-0.

Councilor Cekala noted the application stated Mr. LaRosa wants to continue as Chairman, and she wants to be sure the Council is not nominating someone for a Chairman position, but rather it's just a position on that Board, and Chairman Ludwick agreed.

Upon a **ROLL-CALL** vote being taken, the Chair declared Maurice LaRosa reappointed to the Zoning Board of Appeals by a 6-5-0 vote, with Councilors Arnone, Cekala, Cressotti, Davis and Deni voting against.

**NOMINATION #4432** by Councilor Szewczak to reappoint Andrew Urbanowicz (U) to the Zoning Board of Appeals for a term that expires 12/31/21.

**MOTION #4433** by Councilor Falk, seconded by Councilor Unghire to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4433** adopted 11-0-0.

Councilor Bosco stated Andrew Urbanowicz is qualified to serve on the Zoning Board of Appeals.

Upon a **ROLL-CALL** vote being taken, the Chair declared Andrew Urbanowicz reappointed to the Zoning Board of Appeals by an 11-0-0 vote.

Item E. remained on the table.

**RESOLUTION #4434** by Councilor Szewczak, seconded by Councilor Falk.

BE IT RESOLVED, that the Enfield Town Council hereby provides its consent to the Town's insurer, CIRMA, to settle the matter of Olschafskie, et al. v. Town of Enfield, et al. No. 3:15-cv-00067 (MPS) in the amount of \$140,000, pursuant to the discussion with the Town's legal counsel in executive session on December 18, 2017.

Councilor Falk stated his belief it's costing the Town \$25,000, even though the settlement is \$140,000, and Chairman Ludwick responded that's correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4434** adopted 9-2-0, with Councilors Davis and Deni voting against the resolution.

Attorney Bromson stated this is the last in a series of about ten cases against the Enfield Police Department over a period of two years. He noted an initial case was brought, and several others came forth later. He stated on advice of legal counsel from the insurance company, the Town Council made all previous settlements confidential because they believed it would be much more difficult to settle and/or try cases if the amounts were in the public realm. He stated the Town Council respected that advice until this evening. He noted the Town's deductible was \$25,000 as it was in the other previous cases.

Attorney Bromson stated a letter was received on December 13, 2017 from the insurance carrier stating if they did not settle this case in the recommended amount of \$140,000, several things would happen. He noted there's a consent clause under the police liability policy that they must consent, however, the consent can't be withheld if the insurance carrier determines they want to settle it, and it's reasonable to do so. He stated if they didn't settle this tonight, they would have withdrawn the attorneys hired for the Town. He noted if the case after trial exceeded the \$140,000, the Town would be responsible for any amount over \$140,000 together with all the attorney's fees and attorney fees for the plaintiff. He went on to note that there were several cases that were appealed by the press and ACLU regarding the previous non-disclosure of the settlements. He noted he went to the FOI, and the hearing officers ordered them to disclose the attorneys' fees and other information. He noted they appealed in court, and that case is pending. He stated as of this evening, he hand-delivered to the attorney for CIRMA a request that they would be compliant with the Freedom of Information officers order to request from the insurance carrier the releases and the amounts of the other settlements and other information they requested, and he has done so. He noted tomorrow he will communicate that to the parties (the ACLU, the Journal Inquirer, the Court and FOI) that they are in compliance.

### **CONSENT AGENDA**

**MOTION #4435** by Councilor Arnone, seconded by Councilor Szewczak to approve the Consent Agenda.

- Resolution to Amend the Enfield Town Code Building Fee Schedule
- Resolution Authorizing Disposition of Town-Owned Surplus Property
- Resolution Authorizing Town Manager Agreement with TRC  
Environmental Corporation
- Resolution Amending Clean Energy Committee
- Resolution Authorizing Town Manager Agreement Substance Abuse and  
Mental Health Services Administration
- Resolution Set PH Amend Culture & Arts Commission

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4435** adopted 11-0-0.

## **MISCELLANEOUS**

**RESOLUTION #4436** by Councilor Arnone, seconded by Councilor Cressotti.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter the following transfer is hereby made:

TO:	Family Resource Center		
	Other Supplies and Materials	22040470-561900	\$500
FROM:	Family Resource Center		
	Misc. Contributions/Donations	22044470-417050	\$500

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of December 8, 2017.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4436** adopted 11-0-0.

**RESOLUTION #4437** by Councilor Arnone, seconded by Councilor Falk.

RESOLVED, that the Enfield Town Council does hereby approve to modify the police pension plan to modify the normal retirement age to age 55 for vested police officers eligible for a deferred retirement benefit.

Councilor Deni stated his understanding this applies to everyone, and Mr. Bielenda responded he would say so.

Councilor Arnone stated his understanding this is in the Town's favor, and Mr. Bielenda responded that's correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4437** adopted 11-0-0.

**RESOLUTION #4438** by Councilor Falk, seconded by Councilor Arnone.

WHEREAS, THE Town of Enfield owns two parcels of land identified as Lot 2 and Lot 7 on Assessors' Map 25. The parcels are located at the southwest corner of the intersection of Enfield Street and North Main Street; and

WHEREAS, in accordance with Connecticut General Statute 7-163e the Town of Enfield held a public hearing on December 18, 2017; and

WHEREAS, at its December 7, 2017 meeting, pursuant to Conn. Gen. Stat. 8-24, the Enfield Planning and Zoning Commission made a positive recommendation to the Enfield Town Council regarding the proposed conveyance of the property; and

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council authorizes the Town Manager to execute any documents necessary to effectuate the conveyance of the property subject to the review and approval by the Town Attorney.

Councilor Arnone requested clarification on this item.

Mr. Ciriello stated the decision to acquire the adjacent properties is needed to meet the requirements of the current zoning ordinance, which is something they are trying to amend at this time as part of their TOD study, which is looking at both economic development and modifications to wetland use and land development regulations. He stated under the current circumstances, this would be required to be able to maximize the development potential of this site. He noted the agreement would insure that maintenance of the current sidewalk and access would be guaranteed by the owner. He stated a maintenance and access easement would be conferred to the Town by the owner.

Referring to the access of a parallel walkway for pedestrians on the Enfield Street side of Freshwater Brook, Mr. Ciriello stated that's a very good point, and he recommends that be added as an easement in the agreement and this would provide for future access. He noted this would be consistent with the Plan of Conservation and Development.

Councilor Falk questioned whether the Town would still be able to maintain signage in this area, and Mr. Ciriello stated if the land were to convey to a new property owner, there would have to be a written agreement.

Councilor Falk referred to the wetlands along the brook and questioned whether there should be wording within the agreement allowing the Town to install a walking path in that area, and Mr. Ciriello stated that would be the access to easement. He noted it would be a good idea to do that.

Councilor Szewczak stated she won't support this because she feels that's a developed piece of property, and there can be variances to pieces of property. She noted zoning laws and rules for Thompsonville must change. She stated she's opposed to property owners owning the property up to the edge of the road.

Councilor Deni stated the Broyhill building is a disaster, and this is an opportunity to address this. He noted the land owner has agreed to all the stipulations that are required of him. He noted he does not see a problem.

Councilor Bosco stated this is the gateway to Thompsonville, and he will support this resolution.

Councilor Falk noted the building on this site is an eyesore, and this will be one more small piece of the big puzzle to improve this area, especially the gateway into Thompsonville.

Mr. Ciriello agreed this has been a slow process, and Planning & Zoning and Development Services are working towards things cooperatively.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4438** adopted 10-1-0, with Councilor Szewczak voting against the resolution.

**RESOLUTION #4439** by Councilor Arnone, seconded by Councilor Cekala.

RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 2, 2018 at 6:50 p.m. to receive public comment on the proposed tax assessment agreement with Preferred Display, Inc. and VCRV, LLC for the property located at 215 Moody Road.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4439** adopted 11-0-0.

**RESOLUTION #4440** by Councilor Falk, seconded by Councilor Cressotti.

BE IT RESOLVED, that the Enfield Town Council does hereby adopt the POLICY AND PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS, dated December 18, 2017.

Councilor Arnone referred to #26, Emergency Procedure, and requested some clarification because he feels it sounds vague. He stated his belief in an emergency, they should be able to find six Council members.

Councilor Szewczak stated this Council cannot do anything unless there are six members, and they need to have some sort of emergency powers, whether they're ever used. She noted they should work on this for the first January meeting.

**MOTION #4441** by Councilor Falk, seconded by Councilor Bosco to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4441** adopted 11-0-0.

**RESOLUTION #4442** by Councilor Falk, seconded by Councilor Arnone.

RESOLVED, that the Enfield Town Council does hereby approve the "Assistant Collector of Revenue" job description.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4437** adopted 11-0-0.

## **PUBLIC COMMUNICATIONS**

Judith Kilty, 83 Abbe Road

Stated a couple years ago, she served on the Charter Revision Committee. She noted she is a Democrat, and one of the Council members asked her to change her party affiliation so she could be acceptable, and she did.

Ms. Kilty stated before sunset tomorrow, she will have completed her application for the Commission on Aging, and she would defy anyone to tell her she is not qualified because she feels she is. She stated it would be extremely questionable if she is not approved.

Walter Kruzal, 21 Charnley Road - Chairman of the Enfield Board of Education

Wished the Council a Merry Christmas and Happy New Year from the Enfield Board of Education.

Mary Ann Turner, 7 Meadow Road

Stated she sits on the North Central Health District, and the Health District is in the process of a possible renovate to new for their building, which would result in beautiful façade changes, parking lot improvements and internal work.

Ms. Turner stated she also sits on the Zoning Board of Appeals as a Secretary, and tonight they had a meeting. She noted the Water Pollution Control facility will be moving forward with the building they need to add.

She stated she has been repeatedly reminded about what happened about a year ago from one of the now-sitting Council members about taping people without their knowledge. She noted many months after the event, this person acknowledged that taping a conversation of members of the last Council was okay and that it was also considered reasonable. She stated in the end it was used to intimidate and hurt people who volunteer their time and energy for the good of Enfield. She noted a Council member was extremely dismayed by this behavior. She stated because of this incident, many people learned a very valuable lesson and that is in Connecticut it's okay to tape people if they are in the room and you are with them. She noted it doesn't matter if they're being told they are being taped, it's just that the State of Connecticut says it's okay. She stated this can breed distrust, disrespect, and it makes people feel uncomfortable and violated. She asked the Council to consider writing a policy on this issue and make it part of their guidelines.

Marcy Taliceo, 23 Coolidge Road

Questioned the example being set for the community. She feels the Council should be embarrassed.



Gina Sullivan, 11 Spier Avenue

Stated she came before the Council and said what she wanted to say without using personalities. She noted another speaker was allowed to speak using personalities, and the Council did not say a word, which she feels is hypocritical.

### **COUNCILOR COMMUNICATIONS**

Councilor Deni, Unghire and Cekala wished everyone Happy Holidays.

Councilor Davis thanked Mary Ann Turner for speaking her mind and hopefully they incorporate a policy. She wished everyone a Happy Holiday.

### **ADJOURNMENT**

**MOTION #4438** by Councilor Falk, seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4438** adopted 11-0-0, and the meeting stood adjourned at 9:15 p.m.

Respectfully submitted,

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Jeannette Lamontagne  
Secretary to the Council

Appended to Minutes of  
December 18, 2017 Regular  
Town Council Meeting  
See Page 15

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND ENFIELD TOWN CODE,  
CHAPTER 14, ARTICLE II, SECTION 14-32 FEE SCHEDULE**

**WHEREAS**, the proposed amendments to Enfield Town Code, Chapter 14, Article II, Section 14-32 Fee Schedule are intended to make the fees more compatible with the State Building Code and C.G.S. Chapter 541 as well as the needs of the Building Department; and

**WHEREAS**, in accordance with the Town Charter, Chapter 3, Section 6, a Public Hearing was held on December 18, 2017; and

**WHEREAS**, it has been determined that it is in the best interest of the Town to amend Section 14-32;

**NOW, THEREFORE BE IT RESOLVED**, the Enfield Town Council does hereby adopt the amendment to Enfield Town Code, Chapter 14, Article II, Section 14-32 Fee Schedule, appended hereto as Attachment A.

**ATTACHMENT A  
ARTICLE II. - BUILDING CODE  
Section 14-32 Fee Schedule**

Fees for permits issued by the division of building inspection shall be:

FEE SCHEDULE		
(a)	New construction, <u>repairs</u> , and alterations per \$1,000.00 or fraction thereof	\$16.50
(b)	Demolition per \$1,000.00 or fraction thereof	16.50
(c)	Moving a building per \$1,000.00 or fraction thereof	16.50
(d)	Mechanical permits per \$1,000.00 or fraction thereof	16.50
(e)	Minimum fee for any permit	<del>30.00</del> <b>50.00</b>
(f)	Residential sewer construction	50.00
(g)	Commercial sewer construction	200.00
<del>(h)</del>	<del>Removing a stop-work order</del>	<del>100.00</del>
<del>(i)</del>	<del>Except for emergencies, fees shall be doubled for work started before permit issuance.</del>	

FEE SCHEDULE		
<del>(g)</del> (h)	<del>When a permit is issued;</del> Any fees paid are non-refundable	
<del>(e)</del> (i)	Permits for work on a structure owned by the Town of Enfield, <b>the Enfield Housing Authority,</b> or any fire district incorporated within the Town of Enfield are exempt from the fees in this schedule.	
<del>(f)</del> (j)	The value of the work being done includes labor and materials at fair market rates. <del>The value of new construction shall be determined by using approved, established construction costing data such as the International Code Council Building Valuation Data or the Marshall &amp; Swift Residential Cost Handbook.</del>	
<del>(m)</del> (k)	During the time that a residential building owner is receiving a tax reassessment in accordance with PA-16-45 where the foundation of such residential building was made with defective concrete, said owner may provide a copy of such reassessment to the building official and be exempt from the fees in this schedule for the defective foundation repairs or replacement.	

Red – Deletions

**Bold – Additions**

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE DISPOSITION OF  
TOWN-OWNED SURPLUS PERSONAL PROPERTY**

**WHEREAS,** the Town of Enfield adopted Resolution #3002 establishing a policy for the Disposition of Town-Owned Surplus Personal Property; and

**WHEREAS,** Surplus Property is defined as “tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town”; and

**WHEREAS,** the Policy requires that the Town Council approve the disposition of Surplus Property valued at \$2,000 or more; and

**WHEREAS,** the Department of Public Works has identified the property listed on Attachment A as Surplus Property valued at \$2,000 or more; and

**WHEREAS,** the Town Manager has reviewed the recommendations by the Department of Public Works and now seeks Town Council approval;

**NOW THEREFORE, BE IT RESOLVED,** the disposal of the property listed on Attachment A, pursuant to the policy for the Disposition of Town-Owned Surplus Personal Property, is hereby approved.

**ATTACHMENT A**

**LIST OF SURPLUS PROPERTY ITEMS VALUED AT \$2,000 OR MORE  
FOR DECEMBER 18, 2017 TOWN COUNCIL MEETING**

<u>Year</u>	<u>Vehicle/Equipment</u>	<u>Serial/Vin#</u>	<u>Hours/Mileage</u>	<u>Est. Value</u>
1993	Sreco Sewer Jet	HV200TM/D	4,745 hours	\$8,000*
1993	GMC Sewer Jet Truck	VIN#1GDP7H1J3PJ506810	6,555 hours	
*The two assets above are combined and will be sold as a single unit.				
2005	Ford F350 4x4 w/plow	VIN#1FTWF33P15EC87152	3,500	\$4,500

Appended to Minutes of  
December 18, 2017 Regular  
Town Council Meeting  
See Page 15

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE TOWN MANAGER  
TO ENTER INTO AN AGREEMENT WITH  
TRC ENVIRONMENTAL CORPORATION**

**RESOLVED**, that the Town Manager, Bryan R.H. Chodkowski, is authorized to enter into and amend an agreement with TRC Environmental Corporation to perform environmental site assessment work in accordance with an access agreement with Eversource Energy subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield.

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AMENDING RESOLUTION No.9451 THAT ESTABLISHED  
A CLEAN ENERGY COMMITTEE**

**WHEREAS**, the Enfield Town Council established the Clean Energy Committee by Resolution No. 9451 on October 15, 2007; and

**WHEREAS**, Resolution No. 9451 provided that the Committee "shall be comprised of seven (11) residents..."; and

**WHEREAS**, the Town Council desires to decrease the number of Committee members from eleven resident electors to seven members; and

**WHEREAS**, if a Clean Energy Committee member is absent for three consecutive meetings, the member is deemed automatically removed from the Committee and a vacancy thereby immediately created; and

**NOW, THEREFORE, BE IT RESOLVED**, that Resolution No. 9451 is hereby amended and the number of Committee member is reduced from seven (11) residents to five (7) members.

**BE IT FURTHER RESOLVED**, all other terms and provisions of Resolution No. 9451 shall remain in full force and effect.

Appended to Minutes of  
December 18, 2017 Regular  
Town Council Meeting  
See Page 15

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO  
ENTER INTO AN AGREEMENT WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH  
SERVICES ADMINISTRATION (SAMHSA)  
COMMUNITY-BASED COALITION ENHANCEMENT GRANT**

**RESOLVED**, that the Town Manager, Bryan R. H. Chodkowski, is authorized to enter into and amend an agreement with the Substance Abuse and Mental Health Services Administration, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield.

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**Resolution Setting a Public Hearing to Amend Chapter 22 of the Town Code of Enfield,  
Article II, Enfield Cultural and Arts Commission Ordinance**

**WHEREAS**, Chapter 22, Article II of the Town Code establishes the Enfield Cultural Arts Commission; and

**WHEREAS**, the Town Council wishes to amend the ordinance to redefine the Commission's membership from ~~eleven (11)~~ to Seven (7) ~~resident-electors~~ and create a means to remove members absent for three consecutive meetings; and

**WHEREAS**, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed amendments.

**NOW, THEREFORE BE IT RESOLVED**, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 2, 2018 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the Proposed Amendments to Chapter 22 of the Town Code of Enfield, Article II, the Cultural Arts Commission Ordinance.

Appended to Minutes of  
December 18, 2017 Regular  
Town Council Meeting  
See Page 18

**TOWN OF ENFIELD  
JOB DESCRIPTION**

**FINANCE DEPARTMENT  
ASSISTANT COLLECTOR OF REVENUE**

**GENERAL STATEMENT OF DUTIES:** Provide administrative and clerical support in the Tax Department involving the performance of a variety of financial and tax functions. Provides accurate, timely and high-quality service to all internal and external customers prescribed by the Connecticut General Statutes.

**SUPERVISION RECEIVED:** Under the general supervision of the Supervisor of Assessment /Revenue Collection.

**SUPERVISION EXERCISED:** Supervises Revenue Collector's office clerical staff as required.

**ESSENTIAL JOB FUNCTIONS:** Supervises and participates in the collection of monies owed the Town for taxes, interest, liens, sewer assessments and sewer usage charges; maintains accurate records and accounts of monies and assessments collected; prepares reports of collections; anticipates in the handling, recording and disposing of funds collected; prepares periodic reports of collections made, checks and verifies claims for exemptions; balances rate books monthly; submits annual and monthly financial reports as required by law; prepares delinquent and motor vehicle listings, lien notices, releases of liens, suspension list, tax sales and list of outstanding taxes; prepares and submits departmental budget, orders supplies and deals with the public, attorneys, bank personnel and realtors; determines demands, warrants, tax sale items, lien releases, placing of liens; evaluates current collection practices and installs new procedures; regular and punctual attendance.

**OTHER JOB FUNCTIONS:** May perform other duties as required.

**PHYSICAL DEMANDS:** The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of the job the employee is frequently required to talk or hear; walk, use hands to finger, handle or feel objects or controls and reach with hands and arms. The employee may occasionally be required to stoop, kneel, reach with hands and arms, walk.

Hand-eye coordination required to operate computer and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

May be required to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as the exercise of independent judgment.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting principles and practices; thorough knowledge of municipal revenue and tax laws, requirements and procedures; knowledge of modern office methods, equipment and practices, including the utilization of data processing, particularly as related to collection and billing work; ability to plan, organize and supervise the work of clerical subordinates; ability to establish and maintain effective working relationships with subordinates and with the public.

**EXPERIENCE AND TRAINING:** Associate's degree in business, finance or public administration and five (5) years of experience related to revenue collection or accounting, with some experience at supervisory or administrative level, and some exposure to data processing methods and procedure, or any equivalent combination of education and experience. Must be certified by the State of Connecticut as Municipal Tax Collector.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. **Adopted: December 18, 2017***





---

## TOWN OF ENFIELD

**TO:** Enfield Town Council

**FROM:** Bryan R.H. Chodkowski,  
Town Manager

**DATE:** December 29, 2017

**RE:** Projects & Activities Report (PAR)

**CC:** Town Department Directors &  
Direct Reports

The following is a brief summary of activities and their progress over the last two weeks. The title-lines highlighted in yellow represent areas where information reported has changed from previous Projects & Activities Reports.

### TOWN MANAGER'S OFFICE:

**General Comments:** Here are a few updates for Council on items of interest;

**Personnel Rules & Procedures:** A draft of the updated rules & procedures has been prepared and annotated. Several meetings between the myself and the Human Resources Director have been scheduled to review comments and questions pertaining to the new draft document.

**EHS/Route 5 Traffic Signal:** I am currently exchanging communications with Mark Carlino, Director of Transportation Planning at ConnDOT, on how to move this project forward.

**Fire District MOUs:** I have provided the Finance Director with a rough-draft of this MOU for his review. Following any procedural issues he may identify and correct, the draft MOU will be sent to the Town Attorney's Office for their review.

**Budget Control Measures:** Following a presentation to Joint Leadership, the Finance Director and I were provided some initial direction. Based on this direction, we were asked to update our presentation in advance of a Special Council Meeting to be held on Wednesday, January 3 at 6 PM in Council Chambers.

**Police Chief Search:** One-on-one interviews were conducted with the two remaining candidates on December 26 and December 28. Following a final review of all candidate and interview material; I will select the final candidate the week of January 8.



---

# TOWN OF ENFIELD

## TOWN MANAGER'S OFFICE (CONT'D):

**Joint Facilities Committee:** Legislation expanding both the membership and mission of the Committee is scheduled for consideration on their January 2 Regular Meeting Agenda.

**JFK Middle School PCB Issues:** Updates on this matter are currently being provided under the Public Works portion of this report. As such, this item will be removed from future PARs.

**Council Goals:** Senior staff has provided a list of suggested goals for Council's consideration in the areas of:

- Facility Management & Consolidation;
- Improving/Elevating Thompsonville; and
- Revenue/Expense Diversification.

These suggestions will be summarized and presented for Council's consideration in the future.

## ETV:

**Interorganization Support:** ETV provides support and service to a variety of agencies in Town. A few of these services currently being provided by ETV are as follows:

**Enfield Together Coalition:** Prescription Drug Safety Video has been finalized and is waiting for final approval. A date has been chosen to have the Town Council review the commercial spot. That date is January 16 in Council Chambers during the Council meeting.

**Enfield Police Department PSA:** Have received bullet points to convert into scripting for various divisions in the Police Department. ETV has sent a rough outline to Lt. Squires for approval.

**History of Enfield:** Scripting is complete for the second show and we are now waiting for crew availability to film.

**Economic Development Department:** The Economic Development office is in the planning stages of developing a 'How do I...' video series. We are waiting for scripting and branding from the outside vendor to begin this project.

**Wreaths Across America:** ETV taped the convoy and the assembly at the Parkman school. Editing is under way for the assembly. The cemetery ceremony was taped and is running on ETV.



---

## TOWN OF ENFIELD

### ETV (CONT'D):

#### Interorganization Support (Cont'd):

**Social Services:** ETV will be creating new commercial spots for the Senior Center to highlight the programs and activities at the center. The scripts are being branded by an outside public relations company and a shoot date will come following the completion of the branding and writing of the scripts.

**Enfield Youth Program:** The script has been written and is waiting for final approval. The date of January 20 has been chosen for the filming date for this project. The project will continue through January until filming and editing is complete.

### FINANCE:

**Tax System:** The contract for the Quality Data System (QDS) has been reviewed by the Town Attorney's Office and signed by the Town Manager. We have provided our tax receivable data to QDS and they have begun to review the information and load it on to their software. QDS is having an issue with accessing certain data files from the Munis system. IT is working with Munis to resolve the issue. We anticipate that issue will be resolved and we still begin using the system on February 1.

**Budget:** In November, the OPM issued additional reductions in State funding. The Town has continued with austerity measures implemented in October to meet these and the reductions from the adopted budget. We are continuing to develop projections and recommendations on how to meet the actual reductions from the budget adopted by the State Legislature.

**Annual Financial Audit:** The auditors were on site during the week of November 27 to complete their field work. We are completing the final audit procedures and final reviews of the financial statements. By the time of the meeting on January 2, 2018; the CAFR should be completed.

[This portion left intentionally blank.]



---

## TOWN OF ENFIELD

### LIBRARY:

**Library Services & Programming:** The Library constantly strives to provide quality services and changing programs to meet the needs of both adult and youth audiences. Highlights of our recent efforts in these areas are as follows:

**Adult Programming:** Reference Librarian, Sam Lee, did a holiday reading at the Adult Day Center and she was asked to return on Tuesday, January 30. Our next Techno Topic will be on Monday, January 7. It will be a repeat of the popular "Cutting the Cord: Breaking Free from Cable" presentation.

**Children's Programing:** The Festival of Trees was a great success with an estimated 75 people having attended. Many thanks to the ensembles from Enfield High School that provided the music, Jo Ann Walk from State Farm for sponsoring Jingles the Elf, and ECAC for bringing refreshments. The holiday card making program that the Children's Department put on was a big success and a Noon Year's Eve program is scheduled for Saturday, December 30.

**Physical Space Improvements:** Shelf space for the fiction collection is tight and efforts at weeding this area continue as time allows.

**Committees and Commissions:** Enfield Culture and Arts Commission has canceled their scheduled meeting for Tuesday, January 2.

**Friends of the Library:** The Friends have agreed to sponsor a live animal presentation for Take Your Child to the Library Day on Saturday, February 3.

**Library Website:** The new Library website was nominated for a Connecticut Public Library Association Award. We will be notified if we won prior to the CLA Annual Conference. This item will be removed from future PARs.

### HUMAN RESOURCES:

**Local 1029 Union:** Both parties met for negotiations on December 7 and the next negotiation session is tentatively scheduled for January 11, 2018.

**Teamster's Union:** The Union had planned on voting on a tentative agreement on December 13. However, the Union could not agree to Town's demand on health insurance language. The reason for the sticking point was because the Teamsters are requesting a change in insurance provider. We have scheduled another meeting for the middle of January.



---

## TOWN OF ENFIELD

### HUMAN RESOURCES (CONT'D):

**Chief of Police Job Posting:** The Town Manager has scheduled one-on-one interviews with the final two candidate this week.

### TOWN CLERK:

**Records Management:** Fiscal year disposals are completed. An additional boxes of closed bid files have been removed from Finance office to be indexed then archived. The Planning Division requested assistance and 25 boxes of records were collected and archived. These items will be removed from future PARs.

Work on the Historical Document Preservation grant continues. The first shipment of Town-owned building/property maps and drawings were submitted for scanning and entry into the Town's SharePoint system. A second round of maps is being processed and will be ready for shipment soon.

**Town Clerk:** There has been an increase in the number of property transfers recorded in the last few months. Although selling prices remain low, property transfers are on the rise; especially some of the foreclosed and rehab properties. The recording fee for land record documents has increased from \$53.00 for the first page to \$60.00. The breakdown of this fee sends an additional \$6.00 to the State of Connecticut with the Town retaining an additional \$1.00.

Vital records filed the first six months of the fiscal year:

Births	136	Marriages	144	Deaths	162
--------	-----	-----------	-----	--------	-----

These items will be removed from future PARs.

### POLICE:

**Community Outreach:** Led by Officer Paul Dubiel, we have begun our annual Toy for Joy Program to obtain toys for underprivileged children in Enfield. Last year we provided toys to over 800 children and 400 families. We will be distributing the toys from the old Broyhill Furniture store located at the intersection of RT 5 and N. Main St.

**Personnel Matters:** We are planning on holding our annual Police Award Ceremony in January 2018 at the Mt. Carmel Hall located on Park St. Exact date and time are pending.

### POLICE (CONT'D):

On Dec 21, Officer Leo Pulverini graduates from the Connecticut Police Academy in Meriden. Officer Pulverine had a very successful career with the Connecticut Department of Corrections



---

## TOWN OF ENFIELD

having separated as Deputy Warden. We wish him well and are very proud to have him on board.

### **DEVELOPMENT SERVICES – BUILDING SERVICES DIVISION:**

Mayfield Apartments: The Certificates of Occupancy are issued for 15 buildings for a total of 150 apartments. Six other buildings are at various stages of construction.

St. Adalbert School: Building, mechanical, electrical, plumbing, and fire sprinkler permits were issued on September 14. Rough framing and underground plumbing inspections are in process.

Yankee Casting: The building is enclosed, and interior partitions and mechanical systems are being installed.

Conval: Moving to 96 Phoenix Avenue. Permits are issued. Work and inspections are in progress. New concrete floors are installed. Office fit-out is progressing.

Presstek: Work is nearing completion. Equipment testing is underway.

Malls: A number of temporary seasonal stores are being opened at the Enfield Square and other plazas.

Stop & Shop Plaza: Plans are being reviewed for three new tenant spaces. One is an urgent care provider, one is for a Sprint cellphone store, and the third is for a future tenant. Awaiting revised plans from the design professionals.

Permits Year-to-Date 30 November 2017: 2151 permits were issued for \$42 million in construction value. Those permits generated \$686,000.00 in fees.

Electronic Storage of Plans: The Building Inspection Division in cooperation with the Town Clerk's Office received a state grant to begin digitizing building plans via a state approved vendor. The program starts with plans for Town buildings, followed by schools, then fire stations. If funds survive this list, commercial building plans will be next. We also anticipate applying for the same grant next fiscal year if funds are available.

### **DEVELOPMENT SERVICES - COMMUNITY DEVELOPMENT DIVISION:**



---

## TOWN OF ENFIELD

**Transit Oriented Development Strategy:** Todd Poole of 4ward Planning and Town staff hosted a series of business focus groups on Monday November 27 at Town Hall. Meetings were held throughout the day with area business owners, real estate developers, civic leaders, and economic development professionals. Work continues on potential redevelopment sites, a marking plan and the assessment of existing land-use regulations. More opportunities for public input will be forthcoming.

**Transit Center:** The Town is moving closer to performing environmental testing on the Eversource site. The Town has signed an agreement with TRC Environmental to perform Phase II and hazardous materials testing at the site. Next steps include soil borings, ground water monitoring and hazardous material sampling.

**33 North River Street:** Our office is working with the CT Historic Trust and State Historic Preservation Office to obtain funding to properly preserve the historical elements of the property. A site visit was conducted on November 29 with key officials. The building is slated to be the centerpiece of the transit center project.

**River Access Project:** Design work on this project is underway and a kick-off meeting was held in early December. The project is being funded through a \$3.4 million Federal Highway grant and will improve pedestrian access to the riverfront as well as the future transit center.

**98 Prospect Street:** The Town took title to this contaminated lot on December 2. We will utilize a \$550,000 State Brownfield Grant to remediate the site and redevelop it in conjunction with Kelly Fradet Lumber. Next steps include executing a contract for environmental services and removing existing debris.

**28 South River Street:** Our office worked to broker a deal to acquire this key piece of riverfront property. The property is severely blighted and will require some clean-up, but will contribute greatly to the Town's River Access goals and objectives. The Town Attorney's Office is working out the details of a purchase and sales agreement. Negotiations continue with the sellers.

**Brownfield ESA Phase I:** The Town received a Brownfield Assessment Grant from CRCOG to perform environmental site assessment studies for the former Strand Theater and the Levitz property on North River Street. Phase I ESA work gathers important historical and site information about the potential for contamination on site. The reports are critical to obtaining further assessment and clean-up funds for future redevelopment.

**Thompsonville Bike Path:** We continue to work with the Capital Region Council of Governments to move the LOTCIP funded project forward. Changes to the application to narrow the scope of the project have been completed and submitted to CRCOG. The application plans must be approved by CT DOT. Next steps include development of construction plans and designs.

### **DEVELOPMENT SERVICES - COMMUNITY DEVELOPMENT DIVISION (CONT'D):**





---

## TOWN OF ENFIELD

**CDBG Small Cities:** Our office is contemplating the submission of a CDBG application for Housing Rehabilitation for 2018. More information will be provided as it becomes available.

**Housing Rehabilitation Program:** Our office has completed several projects over the past few months and are experiencing an upswing in emergencies as winter weather settles in. We continue to assist clients with rehab work from program income funds generated from past loans. The Loan Review Committee is also looking for 2 new members.

### **DEVELOPMENT SERVICES – ECONOMIC DEVELOPMENT & ADMINISTRATION:**

**Enfield Square:** Staff met with Enfield Square management to discuss development plans and leasing activity. Staff has meetings scheduled with parties interested in redevelopment of the site. Staff met with two parties interested in redeveloping the site and with personnel about a possible corporate HQ relocation to the site as a tenant in the mixed-use proposal for the site.

**25 Bacon Rd:** Met with Winstanley and a prospective tenant for 1 million square foot facility. Item to be removed barring additional activity in the next PAR.

**Preferred Display Inc.:** Public hearing on tax abatement for Fire District, Tuesday January 2.

#### **Economic Development Toolbox:**

**Permitting Process:** DDS Planning and Zoning Division working with administration to develop a project review timeline. These will give staff and the public specific dates for project submittal, reviews and approvals.

**Tax Increment Financing:** Per the Town Attorney, we contacted and forwarded TIF materials to Patrick McMahon, CEO of Connecticut Main Street Center, for his review and comment. Patrick will return comments to us and we will resubmit to the Town Attorney's Office.

**Property Maintenance:** Staff completed draft RFP's for property maintenance 'bidders list' in order to implement a more expeditious clean-up of properties. The document has been sent for outside review before being released to the public.

**Nathan Hale Adaptive Reuse:** Staff has forwarded the proposal to the Town Manager and the Finance Director and Development Services has arranged a meeting for early January which includes a site visit with the proposer.

### **DEVELOPMENT SERVICES – ECONOMIC DEVELOPMENT & ADMINISTRATION (CONT):**





---

## TOWN OF ENFIELD

**Town-owned Properties Sales:** Staff has a draft RFP for real estate broker services to assist in the sale/marketing of these and other town-owned properties. Draft will be reviewed by Town Finance Office for comment.

**878 Enfield Street:** Agreement with owner of the property to acquire portions of adjacent public parcels to facilitate development on the primary parcel. The agreement will reserve access for pedestrians and bicyclists along North Main Street and parallel Freshwater Brook.

**100 High Street:** Staff met with well-respected and successful theater group looking to relocate to High Street.

**DDS Public Information Staff Committee:** Met with staff to review all DDS public information documents to create a strategy to unify the appearance of documents. Discussion led to improved understanding between the Divisions about the issuance of permits and our communication with the public. Group agreed to continue pursuit of goals to unify public outreach and information efforts including revamping our website. Staff in Building and Planning Divisions are working to review application and review processes and schedules. Goal: *simplicity, consistency, and efficiency.*

**Conservation Commission:** A special meeting took place on November 28 to review plans for new developments. Comments go to our Planning and Zoning Division staff for consideration.

**Amazon 2<sup>nd</sup> HQ:** Staff submitted a proposal to Amazon on October 19 with the NCCCC and with the support of regional economic development organizations and communities in western Massachusetts. This item will be removed from future PARs.

**Transportation Planning:** Staff met with ConnDOT and MPO to discuss the scope and schedule of the Elm Street and Hazard Avenue traffic study. The study will include scenario planning to determine the impact of redevelopment of the Square site on the transportation network. The goal is to improve safety, access, and increase capacity.

**Community Gardens and Farmers Market:** Press release and application for 2018 Farmers Market developed and ready for release. Updated name to Enfield Regional Farmers Market.

### DEVELOPMENT SERVICES – PLANNING & ZONING DIVISION:



---

## TOWN OF ENFIELD

### Pending Applications:

- 91 Simon Road, The Scantic Villages - 36 lot subdivision
  - o New Application complete as of December 7 and scheduled for public hearing at the Planning & Zoning Commission on February 1. This application is the result of a Superior Court decision.
- **Large Area Flexible Multi-Family Housing Zoning Regulation** - Enfield Properties, LLC applicant
  - o Public hearing held December 21. Formal application withdrawn. Applicant to make revisions and new proposal to go to PZC workshop.
- **King St** - 2 proposed industrial buildings totaling 600,000 square feet to be used for distribution and flex-use
  - o Public hearing opened at Wetlands on December 19. Continued to January 16.
- **40 Moody Rd** - DPW Proposed Truck Wash
  - o Aquifer Protection and PZC site plan application heard December 21. Tabled to receive Water Company comments.
- **165 Elm St** - Riverview shops proposed zone change from R-33 to BL
  - o Denied at December 21 meeting.
- **34 Enfield St and 585 Hazard Avenue** - Improvements to McDonalds
  - o Public hearing s to be held January 18.
- **1 Peerless Way** - Two new industrial buildings
  - o Approved IWWA, and PZC.
- **92 Pearl Street**
  - o Relocation of Good Times Package store approved Dec 21.
- **IWWA Town Road projects-multiple**
  - o Pine Grove, Tanglewood, Town Farm, Bridge Lane, Thompsonville Northeast, Laurel St, Post Office Road and Post Road, Thompson Southeast. Green Manor.
- **2 Connecticut Avenue** - ZBA Variance application on lot size for commercial application

Pre-Application Assistance: Staff working to assist the following projects in advance of their formal Commission review submittal:

- Hazard Ave - O'Reilly Auto Parts to be located at the site of the former Webster Bank.
- Enfield Housing Authority - Looking to amend the zoning regulations to accommodate Enfield Manor.
- 264-268 Hazard Avenue - Proposed demolition and new construction of new office buildings.
- 143-153 Elm St. - Proposed Commercial plaza. Working with owner on application to IWWA.

### **DEVELOPMENT SERVICES – PLANNING & ZONING DIVISION (CONT'D):**



---

## TOWN OF ENFIELD

- Freshwater Stateline Plaza – Proposed new Panera Bread as a freestanding building with a drive-through.

### **Zoning Regulation Amendments:**

Moving forward with updates. Completed and adopted to date:

- New parking regulation to reduce size and location
- New design regulations in Scitico
- New regulations around Crescent and Shaker Pine Lakes
- Modifications to BL Zone
- New Tenant identification sign regulations
- New outdoor storage in industrial zones-permissive
- New expansion of nonconforming uses regulations
- New mobile food vendors

### **EMS:**

**Community Relations:** Community/Citizen CPR training continues and remains an in-demand popular program.

**Training:** Updated staff regarding winter weather safety, focused on patient movement during snowy or icy conditions.

**Personal Highlights:** Paramedics Luke Thomas and Chris Amendola as well as EMTs Patrick Volodzko and Jon Dobbert were recognized by other medical providers and patient families for their efforts this month.

### **INFORMATION TECHNOLOGY:**

**Current/Recent Projects:** The Information Technology Department continues to work on a variety of projects. Some of the more notable projects are as follows:

**Customer Service Improvements:** IT has installed a new communication tool as part of Microsoft Office 2016. Skype for Business now has a chat feature that allows instant messaging via your computer. With this new tool, IT and their customers can overcome communication barriers of timing and location. Customers can access our Service Desk anytime, whether they have a phone available or not. This allows for quicker collaboration and resolution of technology problems. Communication through Skype is as easy as texting! We look forward to incorporating this more into our daily routines.

### **RECREATION:**



---

## TOWN OF ENFIELD

### **Recreational Programing:**

- Hoop Shoot Free Throw Contest was held on Saturday, December 16. Winners in each age group will advance to the district competition on January 7 in Wallingford, CT. This event is sponsored in conjunction with the **Enfield Elks Lodge #2222**.
- December Vacation Basketball for Enfield youth ages 7-18 years old will be held Wednesday – Friday, December 27-29 at the Angelo Lamagna Activity Center.
- December Vacation Open Swim Hours will be held at the Municipal Annex (former Fermi High School) pool Wednesday – Friday, December 27-29 from 12:00-3:00pm.
- The winter/spring session of Playgroup held at the Angelo Lamagna Activity Center begins on Monday, January 8.
- EYBL (grades 3-12) games begin the weekend of January 6 & 7, 2018. Practices resume on January 2, 2018.
- Kindergarten and Instructional Basketball (grades 1&2) starts on Sunday, January 7.
- Session two of Yoga starts on Tuesday, January 9.
- Registration for Winter 2018 swim lessons have begun. Limited spots remain in select levels.

For complete program information, visit the Town's website: [www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation).

**Liaison Committees:** The Athletic Hall of Fame is looking for biographies on potential candidates for their 2018 Induction Class. To nominate someone, go to their website: [www.enfieldathletichof.org](http://www.enfieldathletichof.org).

### **SOCIAL SERVICES:**

**Service Programing:** The Department of Social Services constantly strives to provide quality services and programs to meet the needs of the community. Highlights of our recent efforts in these areas are as follows:

#### **Senior Center:**

- To better serve the community during inclement weather, Social Services Director and Community Renewal Team (CRT) have decided, in consideration of the Town's new inclement weather policy, to provide afternoon lunches and to keep the center open.
- PRIME FITNESS, the center's fitness center, continues to enroll new members. The fitness staff will be conducting free exercise classes in the month of January and they continue to create new and innovative programs to increase participant mental, physical, and emotional wellbeing.

### **SOCIAL SERVICES (CONT'D):**



---

## TOWN OF ENFIELD

### Service Programming (Cont'd):

#### **Enfield Child Development Center:**

- The Center continues to be full in all its programs and is working on fall enrollments now. The Center is preparing for its 5-year re-accreditation visit from the National Association for the Education of Young Children. The Center has been accredited since 1999 and is one of the few centers in Enfield which holds this prestigious accreditation.
- The Center is planning for their annual talent show and auction fundraiser which is held in May. Each classroom performs on stage. Last year's event was held at Enfield High School with nearly 700 people in attendance. This is the Center's largest fundraiser.

#### **Family Resource Center:**

- The Family Resource Center has received donations totaling \$2,000 from Riley's School of Dance, Big Y's Charity Golf Tournament, and a memorial donation from Kate Sullivan in honor of her daughter Noreen, a former Alcorn School teacher.
- The FRC's Grandparents Raising Grandchildren Support Group will begin offering a therapeutic child care component starting in January. This is thanks to a grant received from the North Central Area Agency on Aging (NCAAA) to expand the offerings of our current Grandparent support group.

#### **Adult Day Center:**

- The Director and Deputy Director continue to provide leadership, administrative and programmatic oversight in line with state and federal guidelines mandated for ADCs. Patron health and safety, enrollment and financial viability remain top concerns moving forward.
- Management met with staff to listen to their concerns, questions, and ideas to make improvements to programming and management.
- The ADC PT Social Worker is contacting all currently enrolled ADC families to notify them of scheduling and transportation changes & offer additional services and referrals as needed.

#### **Transit Services:**

- Magic Carpet, Enfield's only public transportation service supported by the Department of Social Services, is celebrating its fifth year of operation. More information to come as we plan to celebrate this momentous occasion.

### **SOCIAL SERVICES (CONT'D):**



---

## TOWN OF ENFIELD

### Service Programming (Cont'd):

#### **Youth and Family Services:**

- Was awarded the Connecticut State Targeted Response to the Opioid Crisis Community Mini Grant. The award valued at \$5,000 will be used to implement activities in the community between now and April 2018 to include Narcan training, enhancing our opioid safe storage and disposal plans, promoting DMHAS "change the script" campaign, promoting prescription drug monitoring systems among prescribers, and continuing to work with our coalition to implement substance abuse prevention and behavioral health promotion initiatives.

#### **Neighborhood Services:**

- Staff was in the holiday spirit and in full gear as they provided clothing, food donations to 50 families and provided Christmas gifts to 20 children.

### **PUBLIC WORKS:**

**Snow/Ice Update:** As of the date of this memo, we have already experienced seven (7) snow/ice events in December requiring overtime and road treatments. Twice, we have issued parking bans and called in our contractors to assist with plowing. The number of snow/ice events this season is not unusual. For example, in December 2016, we also had seven (7) snow/ice events. This year's events, while not large in number, are making a significant dent in our snow budgets due to the fact that they have been (mostly) on weekends and of long duration. DPW employees have been doing an excellent job with the snow/ice removal. They are to be commended for their effort and, in many cases, willingness to forego Christmas family time to work on snow/ice removal for the Town.

**DPW Management Study:** Eight (8) responses were received on December 12. The proposals are under review and interviews, if required, will take place in early January. Interestingly, CCM submitted a proposal. Per usual practice, the proposal tally is on the Finance Department RFP web page.

**Referenda Support:** DPW staff, at all levels, is currently supporting three referenda projects: Energy Performance Upgrades, Water Pollution Control System Upgrades and ROADS 2015. Brief updates, where appropriate, are included below.

### **PUBLIC WORKS (CONT'D):**





---

## TOWN OF ENFIELD

**2015 ROADS Project Updates:** Updates on ROADS projects are regularly posted by ROADS Engineer, Donald Nunes on the Town's web site: <http://www.enfield-ct.gov/371/Construction-Project-Updates>. The following ROADS 2015 Projects are highlighted:

**Opening, Excavation and Obstructing Streets Policy:** This policy was adopted in September 2017 and is effective January 1, 2018. DPW Staff is meeting with the Police Chief's designee this week to discuss incorporating the policy into the road projects going out to bid in 2018. This new policy requires that a Traffic Management Plan be included in the project bid documents. In the past, the Traffic Management Plan was determined after contract award.

**Bridge Lane:** Bridge Lane Reconstruction Project consists of complete full-depth reconstruction of Bridge Lane from Enfield Street (Route 5) to the train tracks. The Engineering Office is anticipating a Spring 2018 construction commencement. The design includes complete sewer main and lateral replacements which may impact the timeline for construction. The Engineering Office has submitted an Inland Wetlands and Watercourses Agency permit application and will present to the agency in January 2018.

**Pine Grove-Tanglewood:** The Engineering Office attended the December 5, 2017 meeting of the Inland Wetlands and Watercourses Agency and the December 21, 2017 meeting of the Aquifer Protection Agency.

**Thompsonville Northeast:** In advance of our road work, the water company has been replacing the water mains on Dover Rd, Eleanor Rd, Foxcroft Rd, Freemont Rd, Leonard Rd and Montano Rd. The consultant submitted the 100% plans for our review. The sewer upgrades may impact the timeline for construction. The Engineering Office has submitted an Inland Wetlands and Watercourses Agency permit application and will present to the agency in January 2018.

**Thompsonville Southeast:** Soil borings, field survey, traffic counts, driveway pictorial records, geotechnical report, and 75% design submission plans are complete. Due to the deteriorated condition of the existing sanitary sewer lines for College and Pleasant Streets, the consultant was given the notice to proceed with the design work to replace those lines and incorporate that work into the project. The sewer upgrades may impact the timeline for construction.

**Mullen Road:** Traffic complaints regarding truck traffic at the intersection of Steele Road and Mullen Road have been referred to the Enfield Police Department and, via the Town Manager, to the Town Council for further review and action.

### **PUBLIC WORKS (CONT'D):**

---

Town Manager's Office  
820 Enfield Street  
Enfield, Connecticut 06082

Telephone (860) 253-6350  
Fax (860) 253-6310  
[www.enfield-ct.gov](http://www.enfield-ct.gov)



---

## TOWN OF ENFIELD

**Water Pollution Control Updates:** Bids are currently due January 26. The Town received a variance from the ZBA on December 18 for offset relief for the new headworks building. Related ongoing activities include Amtrak coordination, the Clean Water Fund application process, the sewer rate study and contract negotiations with Woodard and Curran and Fuss & O'Neill regarding their construction monitoring contracts. Please note that a dedicated web site has been established with information regarding the upgrade project. It is accessible at: <http://www.enfield-ct.gov/1089/Water-Pollution-Control-Upgrade-Updates>. A project update presentation to the Town Council will take place on January 16. A WPCA meeting is tentatively being scheduled for the first week in February to take action as necessary.

**JFK Boilers:** A recommendation for a bid waiver to allow DPW to procure a temporary rental boiler is on the Council Agenda for January 2. Only one boiler is working at the school. A second boiler is needed to provide desired heat and as a backup in case the current boiler fails. In addition to serving as the Town's only middle school, JFK is designated as the Town's primary emergency shelter.

**JFK Middle School PCB Issues:** Public Works is soliciting proposals for interior expansion joint caulking removal, substrate sampling and possible substrate removal (Phase 1). Additionally, the PCB Management & Operations Plan as approved by EPA & CT DEEP has been posted to the Town's website. The Operations & Maintenance Plan includes quarterly air and surface wipe sampling, which took place December 13 and 14, 2017. DPW also completed a documented quarterly PCB material visual inspection and building ventilation systems check.

**Energy Performance Contract Update:**

- **Street Light Upgrade:** DPW issued a press release on the street light program which was run in its entirety in the December 22, 2017 edition of the Journal Inquirer.
- **Building Lighting:** DPW signed off on substantial completion October 4, 2017. DPW is working with Honeywell subcontractor on deficiency punch list.
- **Boiler Replacement:** Boilers installed and operating at Town Hall, Central Library, Adult Day Care, Whitney, Parkman and Enfield Street schools. Boiler management training for DPW staff has been completed. DPW is working with Honeywell subcontractors on controls deficiency punch list.
- **Building Management System Upgrades:** Installed and operating at all buildings. Honeywell contractors working through deficiency punch list with DPW as needed. Change Order approved and work completed for replacement of 15 pneumatic steam valves at Hazardville Memorial and Enfield Street schools for classroom heat control.

### **PUBLIC WORKS (CONT'D):**

---

Town Manager's Office  
820 Enfield Street  
Enfield, Connecticut 06082

Telephone (860) 253-6350  
Fax (860) 253-6310  
[www.enfield-ct.gov](http://www.enfield-ct.gov)





---

## TOWN OF ENFIELD

### Energy Performance Contract Update (Cont'd):

- Computer & Plug Load Power Management: Installation complete. DPW signed off on substantial completion November 20, 2107. Power Management Plug training distributed to school and Alcorn staff November 17, 2017.

Refuse and Resource Management: Christmas tree pickups will take place on January 12 and January 26, weather permitting. A press release is being issued and information will be posted on the DPW web site. Residents are always encouraged to bring their trees to the transfer station. All trees will be ground up, mulched and recycled. We will not pick up trees in plastic bags or with ornaments.

DOT Projects: Except for some site restoration work, DOT has completed traffic signal upgrades and sight line improvements at the intersection of Abbe Road (south) and Broad Brook (Route 191).

Freshwater Pond Dredging and Dam: Town staff received a draft settlement proposal from the Corps of Engineers for an updated Mitigation Plan to comply with our 2002 permits. The draft proposal includes payment of a \$88,000 penalty fee for non-compliance. The Corps' proposal is under review and will be finalized in the near future.

An Emergency Action Plan for the dam was submitted to DEEP and DEEP provided comments noting the application was deficient in 12 areas. DEEP asked the Town to respond and re-submit. Staff is soliciting proposals from consultants to assist with the response.

Truck Wash: The matter was heard at the Aquifer Protection Agency and Planning and Zoning meetings on December 21. This project is scheduled to go out to bid this winter with construction in 2018.

South River St. Bridge: Borings and survey work continue on the site. DOT will be managing any property acquisition issues that arise.

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Friday, December 22, 2017 1:21 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/22/2017
First and Last Name	Lori S Longhi
Address	1427 Enfield Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-745-4547
Second Phone:	860-463-9997
Email	dllonghi@aol.com
Occupation	Certified General Real Estate Appraiser/Business owner
Occupation Phone Number	860-745-4547
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Board of Assessment Appeals
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been doing appraisal work for over 18 years in CT. I hold the highest form of appraisal license which is a Certified General Appraiser. I am licensed in both Connecticut and Massachusetts. I have appraised properties and or am qualified for the USDA Farm Service Agency, State of Connecticut, The Hartford Superior Court, and Judicial District of Tolland at Rockville Court, The Connecticut Green Bank-CPACE Clean Energy, and Financial lending Institutions,

Federal Housing Administration and the IRS. I am very knowledgeable on property values. I am familiar with property assessments and understand the process of appeals. I have performed quality control reviews on appraisers and appraisals for other agencies in the states of CT, MA, RI, NY and NJ. I am applying because Tom Tyler told me that he is not seeking a re-appointment, if for some reason he should seek re-appointment I withdraw my application. Thank you for your consideration.

---

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

---

If so, please state name of board, commission or agency and time served:

I had served on the Planning and Zoning Commission for over 6 years. I served on the

---

If this is a reappointment, please list the number of meetings attended during the last 12 months:

*Field not completed.*

---

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

---

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Monday, December 18, 2017 12:17 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/18/2017
First and Last Name	marlene hoginski
Address	3 roland st
City	enfield
State	ct
Zip	06082
Phone Number	8607492393
Second Phone:	none
Email	mhoginski@aol.com
Occupation	retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	rep
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	was a member 2 years ago, resigned to caretake a grandson. I am an active member of our Senior Center and Triad and our Vet Community. I have the best intensions for our senior community and now have the time to devote to this Commission again.
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or  
elsewhere?

If so, please state name of  
board, commission or  
agency and time served:

Comm on Aging---I was the Chairperson before Dave Goyette.  
I believe I had served at least 3 or 4 terms before resigning to  
care for my grandson.

If this is a reappointment,  
please list the number of  
meetings attended during  
the last 12 months:

*Field not completed.*

If the committee or  
commission which you  
requested has no more  
vacancies, would you  
consider appointment to  
another committee or  
commission?

No

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 20, 2017 11:11 AM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/20/2017
First and Last Name	Judy Kilty
Address	83 Abbe Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-763-0319
Second Phone:	860-539-9754
Email	Judykilty@hotmail.com
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have emailed qualifications to all council members
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

---

If so, please state name of board, commission or agency and time server:

Alcorn Building Committee Enfield Charter Committee

---

If this is a reappointment, please list the number of meetings attended during the last 12 months:

*Field not completed.*

---

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

*Field not completed.*

---

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, December 14, 2017 5:08 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/14/2017
First and Last Name	Marcy taliceo
Address	23 COOLIDGE DR
City	ENFIELD
State	Connecticut
Zip	06082
Phone Number	4132653450
Second Phone:	4132653450
Email	Marcy06082@gmail.com
Occupation	Licensed professional counselor
Occupation Phone Number	8606986077
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Inland Wetlands and Watercourses Agency
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	As a mom and Enfield resident for over 17years, preserving our wetlands and watercourses is something that I take serious. As a former realtor I understand the importance in regulating the activities of such.
Have you ever served on a Board, Commission or	No



Agency in Enfield or  
elsewhere?

---

If so, please state name of  
board, commission or  
agency and time server: *Field not completed.*

---

If this is a reappointment,  
please list the number of  
meetings attended during  
the last 12 months: *Field not completed.*

---

If the committee or  
commission which you  
requested has no more  
vacancies, would you  
consider appointment to  
another committee or  
commission? Yes

---

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Friday, June 30, 2017 5:10 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	6/30/2017
First and Last Name	Douglas Maxellon
Address	350 George Washington Rd
City	Enfield
State	CT
Zip	06082
Phone Number	860-745-1737
Second Phone:	860-857-0303
Email	dmaxello@cianbro.com
Occupation	Electrical Engineer, Construction
Occupation Phone Number	860-857-0303
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Joint Facilities Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	My background is construction, construction management and facilities management.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

No

If so, please state name of board, commission or agency and time server:

Enfield EMS Committee, Town Council, Chair Inland Wetlands, Vice-Chair Enfield 10 school building committee, EHS building committee, SPFD fire commissioner, NTFD Deputy Chief.

If this is a reappointment, please list the number of meetings attended during the last 12 months:

*Field not completed.*

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 13, 2017 11:26 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/13/2017
First and Last Name	Kelly Davis
Address	52 Kalish Ave
City	Enfield
State	CT
Zip	06082
Phone Number	8607450560
Second Phone:	8605593587
Email	Kelly-davis1@cox.net
Occupation	Desktop Engineer
Occupation Phone Number	8604036250
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Patriot Award Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I am a veteran, Regent of Penelope Terry Abbey DAR chapter, location leader of Wreaths Across America, member of American Legion Post 154
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or  
elsewhere?

If so, please state name of  
board, commission or  
agency and time server:

Enfield Revitalization Committee 2013-2014

If this is a reappointment,  
please list the number of  
meetings attended during  
the last 12 months:

*Field not completed.*

If the committee or  
commission which you  
requested has no more  
vacancies, would you  
consider appointment to  
another committee or  
commission?

Yes

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, December 12, 2017 3:35 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/12/2017
First and Last Name	Scott Kaupin
Address	9 Allen Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-1820
Second Phone:	860-966-6335
Email	scottkaupin@cox.net
Occupation	Manager, Domestic Logistics, North America at Brooks Brothers Group, Inc.
Occupation Phone Number	860-253-4684
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Patriot Award Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I currently serve as Chairman of the Fourth of July Town Celebration Committee, Inc. I have been nominated by our committee to serve as one of the two representatives on the Patriot Award Committee.
Have you ever served on a Board, Commission or	Yes

Agency in Enfield or elsewhere?

If so, please state name of board, commission or agency and time server:

Enfield Town Council, 1993 - 2017 Mayor, Town of Enfield, 2007 - 2017

If this is a reappointment, please list the number of meetings attended during the last 12 months:

*Field not completed.*

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

Email not displaying correctly? [View it in your browser.](#)

## McCarthy, Debra

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 27, 2017 8:47 PM  
**To:** McCarthy, Debra  
**Subject:** Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

### Application for Vacancy on Boards, Agencies & Commissions

Date	12/27/2017
First and Last Name	Kenneth R. Nelson Jr
Address	48 Laughlin Rd
City	Enfield
State	CT
Zip	06082
Phone Number	860-214-7826
Second Phone:	860-214-7826
Email	uKENown@aol.com
Occupation	Real Estate Broker / General Contractor
Occupation Phone Number	860-214-7826
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Planning & Zoning Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	As a Real Estate Broker, Licensed Home Improvement Contractor, New Construction Home Builder & previous Commercial Construction Project Manager, I am very familiar with blueprints and site plans, working with them on a daily basis. I have over 20 yrs experience in building & renovating both Commerical and Residential properties. Having worked throughout CT, I am knowledgeable with the current Zoning Regulations & procedures necessary to move a project



forward. Personally, I have invested in many blighted properties and understand the balance necessary to sustain a healthy Enfield.

---

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

---

If so, please state name of board, commission or agency and time served:

Current Board member of the North Central Health District, Chairman Public Safety Committee, Chairman Dept of Public Works Committee, Council liaison to HS Building Committee, Council liaison to the Field Committee, Council liaison to the Prison committee. Town Council 2005-2013, Deputy Mayor 2007-2013

---

If this is a reappointment, please list the number of meetings attended during the last 12 months:

*Field not completed.*

---

If the committee or commission which you requested has no more vacancies, would you consider appointment to another committee or commission?

No

---

Email not displaying correctly? [View it in your browser.](#)

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**Resolution Regarding Adopting the Policy and  
Procedure for Enfield Town Council Meetings**

**Be It Resolved**, that the Enfield Town Council does hereby adopt the POLICY  
AND PROCEDURE FOR ENFIELD TOWN COUNCIL MEETINGS, dated  
December 18, 2017.

Date Prepared: December 11, 2017  
Prepared by: Town Manager's Office

McCarthy, Debra

---

*[Handwritten signature]*

**From:** Coolong, Karen  
**Sent:** Friday, December 22, 2017 4:29 PM  
**To:** McCarthy, Debra  
**Subject:** FW: Clean Energy - member loss

---

**From:** Melissa Everett [mailto:[melissa.a.everett@icloud.com](mailto:melissa.a.everett@icloud.com)]  
**Sent:** Wednesday, December 20, 2017 8:50 AM  
**To:** Town Clerk <[TownClerk@enfield.org](mailto:TownClerk@enfield.org)>  
**Subject:** Clean Energy - member loss

Hi Suzanne

We just learned that Bill Farkas, an active member of the Clean Energy Committee, died suddenly and unexpectedly about two weeks ago. Please remove him from the list.

Melissa Everett, Ph.D.  
Chair, Enfield Clean Energy Committee  
c 845-514-8567  
[melissa.a.everett@icloud.com](mailto:melissa.a.everett@icloud.com)

*Vacancy*

*[Handwritten initials]*

6 Pinecrest Rd.  
Enfield, CT 06082

Enfield Town Council  
Enfield Town Manager  
Town of Enfield, CT  
820 Enfield St.  
Enfield, CT 06082

December 18, 2017

Town Council Members  
Town Manager,

I am resigning my position on the Enfield Zoning Board of Appeals, effective immediately. I have enjoyed my service to our community. I have also learned a great deal about land use issues in our town and our state. The time has come to pull back from community service and concentrate on family and work.

Please inform me of receipt of this letter via email at [lynnsnull@yahoo.com](mailto:lynnsnull@yahoo.com). You may also reach me at 860-749-2768 should you have any questions or concerns you wish to discuss.

Thank you for your continued service to our community. May you all enjoy a very Merry Christmas and a Happy New Year.

Sincerely,  
*Lynn A. Scull*  
Lynn A. Scull

Via Email

4/3/17



# TOWN OF ENFIELD

December 22, 2017

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for the CT River Access Project  
\$343,200**

Councilors:

**Highlights:**

- River Access project will result in a new multipurpose path, Freshwater Brook crossing, high speed rail crossing, connection to transit center site and riverfront viewing platform.
- The total Design costs for the project is \$594,000, of which the State DOT is responsible for \$165,000, and the Town's portion is \$429,000.
- The Town's required 20% match for the design portion of the project \$118,800 has already been appropriated. We are now asking to appropriate the balance of the design costs \$343,200 which will be reimbursed to the Town through the grant process.
- Because the total project costs including construction will eventually surpass \$580,000, the project must be approved by referendum vote. The question will appear on the 2018 November ballot.

**Budget Impact:**

There is not budget Impact.

**Recommendation:**

It is recommended that the Town of Enfield Town Council approve the attached resolution.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter Bryanton", is written over a horizontal line.

Peter Bryanton  
Director of Community Development

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO:        North Main Street Walkways**

Construction	31008531-545000	\$343,200
--------------	-----------------	-----------

**FROM:    CIP Revenue FY18 Other Federal Grants**

Federal Highway Grant	31042018-460002	\$343,200
-----------------------	-----------------	-----------

**CERTIFICATION:**

I hereby certify that the above-stated funds are available as of December 22, 2017.

  
\_\_\_\_\_  
John Wilcox, Director of Finance

12/27/17  
\_\_\_\_\_  
Date:

**APPROVED BY: \_\_\_\_\_ Town Manager        Date: \_\_\_\_\_**



# TOWN OF ENFIELD

December 12, 2017

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution to Set Fees for Bazaar/Raffle Permits**

Councilors:

**Highlights:**

- Effective 1/1/2018, the State has turned over responsibility for the issuance of permits for Bazaar/Raffle to the individual municipalities.
- As part of the transfer from the State to the Town, the municipality may set fees for such permits within the guidelines set forth from CCM.
- Public Act 2017-231 identifies the Chief of Police as the person responsible for the permitting, post event reporting and enforcement of these events.
- As part of this Public Act, municipalities may set fees that will result in additional revenue for the Town.
- The fees in attachment "A" are the maximum allowed by the State of Connecticut under the Act.

**Budget Impact:**

There is no budget impact to the Town.

**Recommendation:**

It is recommended that the Town Council adopt the attached resolution.

Respectfully Submitted,

Gary Collins  
Deputy Chief of Police

**Attachments:**

1. Resolution

***ENFIELD TOWN COUNCIL***

**RESOLUTION NO. \_\_\_\_\_**

**Resolution to Set Fees Associated with Bazaar/Raffle Permits**

**BE IT RESOLVED**, as required by Public Act 2017-231, the Enfield Town Council hereby adopts the fee schedule as shown in Attachment A for Bazaar/Raffle permits.

Date: 12/18/2017

Prepared by: Deputy Chief Gary Collins



## ATTACHMENT A

### BAZAAR/RAFFLE PERMIT FEES

#### TYPE

CLASS 1	\$75.00
CLASS 2	\$30.00
CLASS 3	\$60.00 Per Day
CLASS 4	\$15.00
CLASS 5	\$120.00
CLASS 6	\$150.00
CLASS 7	\$300.00



# TOWN OF ENFIELD

December 21, 2017

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution to Approve a Tax Assessment Agreement for 215 Moody Road**

Councilors:

**Highlights:**

- VCRV, LLC, purchased 215 Moody Road in June of 2016.
- Preferred Display, Inc. is relocating its manufacturing and distribution operations divisions from New Jersey, Glastonbury, and South Windsor.
- The companies are investing an estimated \$6.4 million into the former 150,018 square foot Olympic Sales facility located at 215 Moody Road.
- Preferred Display is moving 80 employees to the facility with plans to expand to 146 employees in the next 5 years.
- Current Town of Enfield property tax is \$50,502.98.
- The Tax Assessment Agreement as proposed on the real property tax increase provides for a 10-year term at 100% abatement for the first year, progressing downward by increments of 10% for each remaining year of the agreement.

**Budget Impact:**

There is no budget impact.

**Recommendation:**

The Director of Development Services recommends that the Town Council adopts the attached resolution.

Respectfully Submitted,

Michael Ciriello  
Director, Development Services

**Attachments:**

1. Resolution
2. Agreement

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO.**

**RESOLUTION TO APPROVE TAX ASSESSMENT AGREEMENT FOR  
215 MOODY ROAD**

**WHEREAS**, VCRV, LLC owns the property at 215 Moody Road (the property); and

**WHEREAS**, Preferred Display, Inc. intends to a consolidate its business operations at the property and anticipates that it will bring 146 jobs to the Town; and

**WHEREAS**, VCRV, LLC and Preferred Display, Inc. intend to make substantial renovations to the approximately 151,000 square foot building on the property.

**NOW THEREFORE BE IT RESOLVED**, that the Town Manager, Bryan R. H. Chodkowski, is empowered to enter into Tax Assessment Agreement, attached hereto as Exhibit A, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with VCRV, LLC and Preferred Display, Inc.

Date Completed: December 21, 2017

Completed by: Michael Ciriello

## **TAX ASSESSMENT AGREEMENT**

THIS TAX ASSESSMENT AGREEMENT ("Agreement"), made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between PREFERRED DISPLAY, INC., a corporation organized and existing under the laws of the State of New Jersey, having an office and principal place of business in the Town of Enfield, County of Hartford, State of Connecticut (hereinafter referred to as "PDI"); VCRV, LLC, a limited liability company organized and existing under the laws of the State of Connecticut, having an office and principal place of business in the Town of Glastonbury, County of Hartford, State of Connecticut (hereinafter referred to as "VCRV"); and the TOWN OF ENFIELD, a municipal corporation located in the County of Hartford and State of Connecticut, acting herein by Bryan R. H. Chodkowski, its Town Manager, hereunto duly authorized (hereinafter referred to as "TOWN").

### **WITNESSETH**

WHEREAS, PDI is in the process of renovating the building located at 215 Moody Road, in the Town of Enfield, Connecticut (hereinafter referred to as "FACILITY") and employs 66 (sixty-six) people at the FACILITY who are classified as full-time employees; and,

WHEREAS, PDI intends to make substantial renovations and improvements to the FACILITY; and

WHEREAS, VCRV owns the property at 215 Moody Road, which is more fully described in Appendix A, attached hereto; and

WHEREAS, Section 12-65b of the Connecticut General Statutes provides that a municipality may enter into a written agreement with a party owning or proposing to acquire an interest in real property, to fix the assessment of improvements to be made thereon for certain uses which include office, manufacturing, warehouse, storage or distribution; and

WHEREAS, PDI has indicated it intends to invest \$4,000,000 into the renovation of and improvements to the FACILITY; and

WHEREAS, the TOWN deems it desirable to enter into an Agreement fixing the assessment with respect thereto as an inducement to PDI to make renovations and improvements to the

FACILITY; and

WHEREAS, the renovation of and improvements to the FACILITY meet the requirements of Conn. Gen. Stat. §12-65b, which permits tax assessment agreements under certain conditions, since the FACILITY will be used primarily for office, manufacturing, warehouse, storage and/or distribution uses as required by the statute; and

WHEREAS, this Agreement has been approved by an affirmative vote of the legislative body of the Town in accordance with Conn. Gen. Stat. §12-65b;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows, with regard to the FACILITY:

1. Fixed Assessment Period.

A. The Fixed Assessment Period shall cover 10 (ten) consecutive Town fiscal years (July 1 through June 30) commencing with the Grand List of October 1, 2017. The tax assessment on ***the increase in value*** of the FACILITY shall be fixed in the following manner:

- 1) The assessment made on October 1, 2017 shall be fixed in such an amount and manner as to yield an assessed valuation which is zero percent (0%) of the customary valuation.
- 2) The assessment made on October 1, 2018 shall be fixed in such an amount and manner as to yield an assessed valuation which is ten percent (10%) of the customary valuation.
- 3) The assessment made on October 1, 2019 shall be fixed in such an amount and manner as to yield an assessed valuation which is twenty percent (20%) of the customary valuation.
- 4) The assessment made on October 1, 2020 shall be fixed in such an amount and manner as to yield an assessed valuation which is thirty

percent (30%) of the customary valuation.

- 5) The assessment made on October 1, 2021 shall be fixed in such an amount and manner as to yield an assessed valuation which is forty percent (40%) of the customary valuation.
- 6) The assessment made on October 1, 2022 shall be fixed in such an amount and manner as to yield an assessed valuation which is fifty percent (50%) of the customary valuation.
- 7) The assessment made on October 1, 2023 shall be fixed in such an amount and manner as to yield an assessed valuation which is sixty percent (60%) of the customary valuation.
- 8) The assessment made on October 1, 2024 shall be fixed in such an amount and manner as to yield an assessed valuation which is seventy percent (70%) of the customary valuation.
- 9) The assessment made on October 1, 2025 shall be fixed in such an amount and manner as to yield an assessed valuation which is eighty percent (80%) of the customary valuation.
- 10) The assessment made on October 1, 2026 shall be fixed in such an amount and manner as to yield an assessed valuation which is ninety percent (90%) of the customary valuation.

B. For the assessment made on October 1, 2027, and every year thereafter, the assessment shall be at its full assessment as prescribed by Conn. Gen. Stat. §12-62, as revised.

C. The Town shall not be bound by this Agreement unless:

- 1) all municipal property taxes are paid when due; and

2) the requirements of Conn. Gen. Stat. §12-65b have been satisfied.

2. Representations. The TOWN has entered into this Agreement based upon the representations of PDI as to: the cost of the improvements to and renovation of the FACILITY, totaling four million dollars (\$4,000,000).

3. Penalty. In the event that PDI, during the term of this Agreement or within one year following the expiration of this Agreement, ceases to maintain office, manufacturing, warehouse, storage and/or distribution operations at the FACILITY, this Agreement shall become null and void and all prior tax benefits granted hereunder shall become due and payable and PDI and VCRV, and their successors and assigns, shall be liable for full taxation during the period of this Agreement and all tax amounts abated hereunder shall become due and payable with interest at a rate of nine per cent (9%), to be determined from the date said taxes would have been due and payable had this Agreement not been in effect, and such total amount shall constitute a tax lien upon the FACILITY or any other property owned by PDI.

4. Valuations. As an inducement for the Town to enter into this Agreement, PDI and VCRV agree to accept as correct the value placed upon the FACILITY and land by the TOWN as of October 1, 2017 and October 1, 2021.

PDI and VCRV waive any right to appeal said valuation under Conn. Gen. Stat. §§12-111, 12-117a, 12-118, 12-119, or 12-121bb, as revised, until the next succeeding revaluation after the Agreement is terminated or until this Agreement becomes null and void as herein provided. The purpose of this clause is to assure that the TOWN shall be entitled to collect all taxes levied on the assessments as provided for in Section 1. above.

5. Condemnation. In the event the FACILITY or any part thereof, or any estate therein is taken by condemnation or eminent domain during said Fixed Assessment Period, the applicable fixed assessments specified in Section 1 shall be adjusted to reflect the diminution of value arising out of said taking, in the manner provided by state and local laws and ordinances.

6. Fire or Other Casualty. In the event the FACILITY or any part thereof or any estate therein is damaged or destroyed by fire or other casualty during said Fixed Assessment Period, the applicable fixed assessment shall be adjusted to reflect the diminution of value arising out of said fire or other casualty, in the manner provided by state and local laws and ordinances.

PDI shall provide to the TOWN MANAGER, within ten days of the execution of this AGREEMENT and on the first through the tenth anniversaries, inclusive, thereof, a certificate of fire and casualty insurance for the FACILITY.

7. Notices. All notices shall be in writing and should be sent to the following:

TOWN OF ENFIELD

Office of the Town Manager  
820 Enfield Street  
Enfield, CT 06082

PREFERRED DISPLAY, INC.

Contact name and title  
Preferred Display, Inc.  
215 Moody Road  
Enfield, CT 06082

VCRV, LLC

Contact name and title  
VCVR, LLC  
93 Brookhaven Drive  
Glastonbury, CT 06033

8. Amendments. This Agreement may not be modified or amended except by written consent of all parties.

9. Paragraph Headings. The paragraph headings in this Agreement are for convenience and reference only and in no way define or limit the scope of this Agreement or in any way affect its provisions.

10. Severability. A ruling by any court or administrative body that a portion of this Agreement is invalid or unconstitutional shall have no effect on the other terms hereof which



shall remain in full force and effect and binding on the parties.

11. Attorneys' Fees. Any attorneys' fees and costs incurred by the Town associated with collection of any monies under this Agreement shall be paid by PDI, its successors or assigns.

12. Applicable Law. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties have executed this Tax Assessment Agreement and affixed their seals hereto, as of the date first above mentioned.

Signed and delivered in the presence of:

TOWN OF ENFIELD

By: \_\_\_\_\_  
Bryan R. H. Chodkowski  
Town Manager

\_\_\_\_\_  
\_\_\_\_\_  
State of Connecticut )  
                                  ) ss. Enfield  
County of Hartford )

On this the        day of        , 2018, before me,        , the undersigned officer, personally appeared Bryan R. H. Chodkowski, Town Manager of the Town of Enfield, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of said Town of Enfield, before me.

\_\_\_\_\_  
Notary Public

---

President

APPENDIX A

Insert Property Description – Copy from Deed

DRAFT

K:Tax Abatement Agreements/Preferred Display, 2017-157/Tax Assessment Agreement, draft 1, 12-7-17

**ENFIELD TOWN COUNCIL  
RESOLUTION NO. \_\_\_\_\_**

**Resolution Adopting Amendment to Chapter 22 of the Town Code of  
Enfield, Article II, Enfield Culture and Arts Commission Ordinance**

**WHEREAS**, Chapter 22, Article II of the Town Code establishes the Enfield Culture and Arts Commission; and

**WHEREAS**, the Town Council wishes to amend the ordinance by decreasing the Commission's membership from eleven (11) resident electors to seven (7) members; and

**WHEREAS**, the Town Council held a public hearing in the Enfield Town Hall, Council Chambers on January 2, 2018 to allow public input on the proposed amendment.

**NOW, THEREFORE BE IT RESOLVED**, the Enfield Town Council adopts the Amendment to Chapter 22 of the Town Code of Enfield, Article II, the Culture and Arts Commission Ordinance, revising its membership as directed herein.

Date Prepared: December 26, 2017  
Prepared by: Town Manager's Office



# TOWN OF ENFIELD

December 26, 2017

Honorable Members  
Enfield Town Council  
Enfield, Connecticut

**Subject: Resolution Waiving the Bid Requirements for a Temporary Boiler at JFK Middle School**

Councilors:

**Highlights:**

- The three HB Smith Model 450 hot water boilers serving JFK Middle School were installed during school construction in 1967.
- The boilers and associated pumps and piping were identified as at end of life and initially slated for replacement as part of the Honeywell Energy Performance Contract.
- JFK boiler replacement was not included in the Energy Performance Contract due to its inclusion in the November 2017 school renovation referendum.
- Currently only one of three boilers are operating (Boiler #1). Despite recent repairs, Boiler #2 is now out of service again due to new significant leaks. The estimated cost of repairing boiler #2 is on the order of \$40,000, including asbestos abatement. Repair would require approximately three months to allow for asbestos abatement and custom manufacture of the parts.
- Boiler #3 has been out of service for several years as repair cost estimates consistently exceeded those for Boiler #2. DPW felt we could get by for a short term with two out of three boilers operating given the pending referendums and anticipated replacements.
- The cost for renting a mobile boiler for the balance of the current heating season is \$40,000. And can be funded by the Building and Grounds operating budget. If approved by the Town Council on January 2, we might be able to have the rental boiler operational by January 5.

**Budget Impact:**

There is no budget Impact.

**Recommendation:**

I recommend that Council approve this resolution.

Respectfully Submitted,

Gregg Gabinelle, CHMM  
Deputy Director of Public Works

**Attachments:**

1. Resolution

**ENFIELD TOWN COUNCIL**  
**RESOLUTION NO. \_\_\_\_\_**

**Resolution Waiving the Bid Requirements to Rent a Temporary Mobile Boiler at  
JFK Middle School, 155 Raffia Road**

**WHEREAS**, the three boilers at JFK were installed in 1967;

**WHEREAS**, only one of the three boilers is presently operating;

**WHEREAS**, additional heating capacity and backup are required at JFK;

**WHEREAS**, it is not feasible to repair either of the two out-of-service boilers in the next few weeks;

**WHEREAS**, time is of the essence;

**WHEREAS**, the rental cost of the temporary mobile boiler exceeds the \$15,000 bid limit;

**NOW THEREFORE BE IT RESOLVED**, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interests of the Town to require competitive bidding to rent a temporary mobile boiler to maintain reliable heating at JFK Middle School, 155 Raffia Road.

Date Prepared: December 26, 2017  
Prepared by: The Department of Public Works

## **ENFIELD TOWN COUNCIL**

### **RESOLUTION NO.**

#### **Resolution Amending Town Council Resolution No. 3602 Regarding the Joint Facilities Committee**

**WHEREAS**, the Town Council adopted Resolution No. 3602 on April 18, 2016 establishing the Joint Facilities Committee (Committee); and

**WHEREAS**, Resolution No. 3602 provided that the Committee would terminate after the transmittal of a final report to the Town Council (Council) and Board of Education (Board); and

**WHEREAS**, the Council and the Board recognize the need for a continued, permanent Committee with comprehensive duties and responsibilities; and

**WHEREAS**, the Council and Board desire to increase the membership of the Committee and to revise its duties and responsibilities.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Committee shall serve until the Council resolves otherwise; and

**BE IT FURTHER RESOLVED**, that the Council appoint four (4) of its members and three (3) electors to the Committee; and

**BE IT FURTHER RESOLVED**, that the Board appoint four (4) of its members and one (1) elector to the Committee; and

**BE IT FURTHER RESOLVED**, that the Committee membership shall have an equal number of Democrats and Republicans; and

**BE IT FURTHER RESOLVED**, that any Committee member who is absent for three (3) consecutive meetings shall be deemed to have resigned from his or her seat; and

**BE IT FURTHER RESOLVED**, that the Committee shall have the following duties and responsibilities:

1. Review, evaluate, and recommend opportunities and options relative to the remodeling, expansion, renovation, security improvement or other such structural alteration or improvement to any Town-owned property used for a municipal purpose.
2. Work with any Council selected architectural and/or engineering firm engaged by the Council in support of the Committee's duties and responsibilities.
3. Provide timely updates and reports to the Council and Board as may be necessary to fulfill its duties and responsibilities.

**BE IT FURTHER RESOLVED**, that only the Council and Board members of the Committee shall create a Master Plan identifying all municipal properties and shall recommend which properties shall remain municipal property and which properties shall be subject to conveyance or transfer.